



The Confederated Tribes of Warm Springs Reservation of Oregon (CTWS)  
Higher Education Services  
1110 Wasco Street, PO Box C  
Warm Springs, OR 97761  
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**Application Due Date  
July 1<sup>st</sup> 2021**

**Early Bird Application May 1<sup>st</sup>**

# Tribal Education Loan/Grant Program

## 2021-2022 GUIDELINES

### I. Purpose

The purpose of the CTWS Tribal Educational Loan/Grant Program or also known as Tribal Scholarship Program is to assist the CTWS Tribal Member to successfully complete one major in a post-secondary education (no minors). This includes: undergraduate and masters programs; distance learning or on-line programs; and long or short-term vocational program at an approved or accredited institution of higher learning. Due to tribal scholarship budgets reductions, the loan/grant program is limited on funding these types of courses:

- Private colleges
- Courses that are 10% higher than Oregon in-state tuition rates
- Below 100 level classes

### II. Partnership

Accepting funds from the Tribal Education Loan/Grant Program constitutes a partnership between student and The Confederated Tribes of the Warm Springs Reservation of Oregon (CTWS). Students are committed to utilize the funding for specified purposes. Funding obtained from the Tribal Education Loan/Grant Program is considered a loan until completing their degree or certificate.

- If a student completes a program of study by submitting a copy of your diploma and official transcripts from the college/university all funding obtained is considered a grant.
- If a student fails to complete a program of study, all funding obtained is considered a loan with payback obligations. Six months after you leave school, and you have not completed, you will be contacted for re-payment.
- Students in non-compliance will be placed on a stop payment status.
- Online tribal scholarship application-by typing in your name-you agree to maintain tribal scholarship requirements (see guidelines and agreements on page 4/5. of application).

### III. Eligibility Requirements

To be eligible for funding from the Tribal Scholarship Program applicants must meet the following:

Basic Requirements.

- CTWS Tribal Member
- High School Graduate/G.E.D. recipient
- Comply with CTWS Drug Free Work Place policy.

In addition, students must complete the following:

- Student Success Strategies:
- Summer Bridge: complete all below 100 level classes first.
- Complete FAFSA and apply for at least five other scholarships.
- Develop Personal Education Plan with Higher Education. Meet Tribal Scholarship deadline date.
- Apply every year by July 1<sup>st</sup> for the CTWS Loan/Grant -Tribal Scholarship funding. For all post-secondary programs and will continue until the

student completes a program of study and complies with the following standards

Eligibility for Loan/Grant-Tribal Scholarship funding apply to all post-secondary programs and will continue until the student completes a program of study and complies with the following standards:

- Successfully complete each term with Tribal Minimum Academic Standards.
- Submit a copy of grade report or transcript immediately following each term of study. In the event that schools do not furnish a grade report, it is the responsibility of the student to obtain grades from on-line or transcripts from the registrar's office and submits to Higher Education.
- Review and update status by meeting Higher Education each term.

### Tribal Minimum Academic Standards

Students are required to enroll in and complete as follows:

- First year students are allowed to enroll in and complete 12 credits per term with a minimum 2.50 G.P.A.
- All other Students must enroll and complete 15 credits per term with a minimum 2.50 G.P.A.

### Academic Status

Students who fail to meet Tribal Minimum Academic Standards in a given term will be subject to progressive academic probation or suspension. If a student submits grade report/transcripts with a 0.00 G.P.A. or with 0 earned credits is cause for automatic suspension.

### Academic Probation

Academic Probation will occur if student fails to meet Tribal Minimum Academic Standards. Students will be required to submit a grade report before following term's funding will be processed.

### Academic Suspension

Students who fail to meet Tribal Minimum Academic Standards while on probation will be placed on Academic Suspension. Funding will cease and student will be required to conduct an Exit Interview with Higher Education. A pattern of repeated academic probation will result in Academic Suspension. Failure to use tribal funding for education purposed as specified immediately ends the *partnership* between student and The Confederated Tribes of Warm Springs and the student is placed on automatic Academic Suspension – the option for probation is not available (Example: Student who accepts a tribal scholarship check does not enroll, does not attend, earns 0 credits or a 0.00 GPA)

### Regaining Eligibility Status

Students on Academic Suspension may regain eligibility status by:

- 1) Meeting the Higher Education and developing a Personal Education Plan.
- 2) Students seeking to regain eligibility established Application Process (refer to page 1) and submit application by the annual date of July 1<sup>st</sup>.
- 3) Must fund self 15 credits or more with 2.50 GPA or higher (See Page 1, Section III – tribal minimum academic standards of 15credits with a

2.50 G.P.A.) Submit grades/official transcripts to determine eligibility for tribal scholarship funding. Students who are suspended because of misuse of Tribal Scholarship funds will be required to repay scholarship program before eligibility is regained. (For more info see – Academic Suspension.)

- 4) REPEATED – Misuse of Tribal Scholarship funding after repayment or based on payback student will be suspended for one year from the tribal scholarship program.

#### IV. Financial Assistance

Eligible students will receive financial assistance based upon needs analysis summary for the following:

- Tuition.
- Book Allowances
- **Educational Living Expenses (ELE) – is for ON campus students attending school full time.**
- **Full time Online students will not receive ELE.**
- **The ELE will be decreasing every school year according to CTWS budget cuts.**

**Tuition:** Tuition will be paid directly to the institution’s Financial Aid Office (FAO). Unused tribal funds for tuition and fees will be returned to the Higher Education Office by the institution. In the event, the institution issues a tuition refund directly to the student; it is the responsibility of the student to return monies to the Higher Education Office.

- Students who receive a Non-Tribal grant or scholarship for tuition will not be eligible for Tribal Scholarship for tuition.
- Students are required to submit a registration for each term of study, which shows classes and tuition costs.
- Students must submit all tuition to higher education in a timely manner for payment to be processed.

**Repeated classes** – student will be responsible to pay for any repeated classes.

**Below 100 level classes** – CTWS loan/grant-scholarship no longer provides funding for below 100 level classes (See summer bridge).

**Example of a below 100 level schedules**

Summer	Fall	Winter	Spring	Summer	Fall
Math 10	Math 20	Math 60	Math 65	Math 95	Math 105
? A.B.S.	Wrtg. 60	Wrtg. 65	Wrtg. 95		Wrtg. 121

Students or required to apply for FAFSA. Students Not eligible for FAFSA then the tribal scholarship will pay for tuition and books **only** for below 100 level classes. Students must do their Below 100 level classes at an in-state community college.

**Book Allowances:** Allowance will be paid directly to student. Distance/Part-time learning students must submit

- Invoice for books (must include all book information) or
- Submit Original receipts or if
- On-line payment must submit a copy of BANK STATEMENT for proof of payment.

**Educational Living Expenses (ELE):** An ELE check will be paid directly to **full time-students attending classes on campus**. Due to annual decrease in the Tribal Scholarship Budget the Educational Living Expenses **(Will be reduced every year due CTWS budget cuts annually)**.

Each student will receive the same annual amount. It is the responsibility of students to provide toward their living expenses. Most financial aid offices can assistance with student work if you qualify through FAFSA. Students have the opportunity to provide to the cost of attending post-secondary education institutions by utilizing Minor’s Trust Fund and other scholarships.

#### V. Federal Financial Assistance/Other Scholarships to Supplement the Tribal Scholarship

To supplement the Tribal Scholarship and due to budget constraints within the Tribal Organization students are required to file a **Free Application** for Federal Student Aid (FAFSA) or apply on line <http://www.fafsa.ed.gov> 1-800-4-fed-aid. Submit a confirmation sheet along with your Tribal Scholarship Application. Later submit a copy of your FAFSA award letter. Financial Aid Workshop sponsored by the Higher Education. For additional FAFSA assistance see your college website. <https://www.cocc.edu/financial-aid/>

Students are required to apply for more than five (5) scholarships, submit award, denial or confirmation letters to supplement tribal scholarship.

**Needs Analysis Summary:** 1) Student must sign the needs analysis form 2) Submit to college/university financial aid office for their completion. 3) Return form to Higher Education

**Any student loans** acquired at the institution are the responsibility of the student. The Confederated Tribes of Warm Springs will bear no responsibility for repayment.

#### VI. Transfer to another Institution

Students who wish to transfer to another institution prior to completion of a program of study are required to obtain advance approval from Higher Education. Student is required to follow establish Application Process see Page 1 and fill out an Application for Financial Assistance and submit all applicable documents including official transcripts and transfer credit analysis. Transfers will not be approved if student has incomplete grades, is currently on probationary status or other reasons that maybe deemed inappropriate for transfer. Highly recommend that students DO NOT transfer in middle of school year/quarter/semester you may lose your FAFSA grants. Students who transfer with advanced approval will be responsible for all expenses incurred.

#### VII. Incomplete Grades

Students who received any “Incompletes” grades will be required to contact the Higher Education to prevent delay in Tribal Scholarship. It is important and necessary for students to submit grade report even if “Incomplete” grades are earned.

#### VIII. Hardship Withdrawal Circumstances

Students who cease attending classes must contact the Higher Education Office immediately to discuss the circumstance and continuation of Tribal Financial Assistance. Proper documentation will be required.

The following hardship circumstances will be considered if a student needs to cease attending classes from school:

- Death in immediate family (Spouse, Father, Mother, Grandparents, Son, Daughter, Sister or Brother).
- Extreme Medical Conditions of Student – will be required to submitted medical verification for withdrawal and submit a release a return to class full-time.

#### IX. Vocational Pre-Apprenticeship & Apprenticeship Programs Financial Assistance (Long/Short term)

Tribal Education Grant Program/Tribal Scholarship guidelines required documents apply to vocational education student (long/short term) including Pre-Apprenticeship & Apprenticeship Programs. It is important that a career choice be seriously considered when requesting financial assistance for Vocational Education.

- 1) Applicants are eligible for vocational training assistance **one time only**. Students who are funded for vocational education are not eligible for additional funding in other fields. Funding will be considered for related fields (upgrade to existing certification).
- 2) Due to limited funding applicants will be placed on a waiting list or apply at an Oregon community college
- 3) Your application will be reviewed and approved by the Higher Education committee.

### Short Term

Applications for Short-Term Vocational Education are due 60 days in advance of start date. Students seeking Short-Term vocational education (30 days or less) are not required to complete Student Success Strategies and Summer Bridge.

### Long Term

Students seeking Long-Term vocational education are required to complete: Student Success Strategies and or Summer Bridge. Applications for Long-Term vocational education is due by July 1<sup>st</sup> Annually.

### Financial Assistance:

- Funding for vocational education students vary.
- Students are required to file a Financial Aid Form (FAFSA). This may be completed on-site at school, as most vocational educational institution required student file federal application.
- Approved students will be funded for 100% tuition, minus and grants student receive. Grants (Pell, State, and Federal) will be applied to tuition.
- Educational Living Expenses:
- Books: As necessary according to student budget submitted by institution.
- Supplies: As necessary according to student budget submitted by institution.
- Transfer to another Institution is not allowed.

### X. Tribal Distance Learning Program (part-time)/on line

Tribal Education Loan/Grant Program/Tribal Scholarship guidelines required documents apply to Distance Learning Program/On-line.

Distance Learning/On-line is for Full-time permanent employees and community members and coordinates through the tribal distance education and partnerships. (Intended for employee's who are close to obtaining a degree.)

- Employees who wish to seek funding are required to: Initially meet with their director to outline educational goals.
- A personal education plan will be developed at this initial meeting and finalized as student progresses toward completion of degree.
- Maximum 3-6 credit hours.
- University pre-requirements.
- Remedial Classes.

Funding is limited to tuition and books only. Funding for part-time employees is not intended to replace departmental training funds. Department will be required to provide matching funds towards employee's educational expenses.

Employee must have written agreement signed by supervisor and submit to Higher Education.

### XI. Graduate Program at Master's Level

Tribal Education Grant Program/Tribal Scholarship guidelines required documents apply to the Graduate/Masters Program. There is a *limited* funding available for students pursuing a Master's Degree. Limited to six students and required to reapply annually until completed. Must complete:

- All coursework towards a bachelor's degree. Submit official transcripts from college/university and a copy of undergraduate degree.
- Have been formally accepted into a Graduate Program (see "Conditional or Provisional Acceptance").
- Complete the G.R.E., GMAT, LSAT or other graduate exam, if applicable, and provide score to Higher Education office.

There is no funding available for Doctorate's degrees.

### XII. Employment

Students who are employed 20 hours or more a week are not eligible for education living expenses. If a student is working, they must notify the Higher Education Office. Students coming home during break may contact Higher Education to see if funding is available to be placed in a work site that aligns with their area of study.

### XIII. Student Success Strategies (SSS)

SSS is developed to prepare student to succeed in college. Topics covered are time management, managing a personal budget, cost of attending college, test taking tips, critical thinking skills, choosing a career. An alternate course may be developed to replace SSS.

### XIV. Summer Bridge

- A) Accepted to a College
- B) Required to do a placement test
- C) Submit your scores to Higher Education
- D) Set up an appointment to review your test scores
- E) To determine summer bridge

Summer Bridge is a 10-credit course offered through COCC for first time students and students who are returning to college after a lengthy absence from school. The course is preparatory classes intended to develop and enhance Reading, Writing and Math skills. Students who have proven exemplary knowledge of the basic skill may be exempt from attending Summer Bridge. Students enrolled must attend and pass all their classes. The students are required to attend the first week of classes and, if students do not attend the first week of classes the Instructors will drop you from the class.

**Students will NOT be funded if they drop or do NOT pass their summer bridge classes.**

**OUT OF STATE STUDENTS:** Must fund self one quarter/semester and pass 12 credits hours or more with a 2.50 GPA or higher in Math or Writing. Students are required to submit their grade report to the Higher Education Department at the end of the summer term.

### XV. Special Circumstances

- a) A special circumstance is given to tribal member displaced workers.
- b) A second deadline date for tribal scholarship applications is December 1<sup>st</sup> for current (within last school year) returning students.

### XVI. Graduation

After completing a program of study, students are required to submit:

- Official Transcripts. (Transcripts must be sealed sent directly from College/University).
- A copy of diploma.
- Students are also requested to meet with Higher Education to discuss their educational experience and provide feedback as how to improve services to students.

### XVII. Exit Interview

An exit interview is required when students graduate, complete a short-term program, or withdraw from classes.

### XVIII. Repayment of Funds

Students who fail to complete an educational program will be responsible to reimburse the Tribal Scholarship Program for all monies advanced for educational purposes. Students who accepted a Tribal Scholarship and do not enroll in a program of study are required to reimburse the Tribal Scholarship Fund. Tribal Accounts Receivable policies will govern repayment of outstanding accounts. Delinquent accounts will be referred to Tribal Court.

### XIX. Medical/Dental Assistance

Please contact the Managed Care Program if there are any questions regarding medical coverage.

ATTN: Manage Care Program  
1270 Kot-Num, PO Box 1620  
Warm Springs, OR 97761  
Call: 1-800-880-2499 (541) 553.4948  
Fax: (541) 553.2476.

### XX. Appeals Grievance

Students who disagree with decisions made may submit an appeal to the Higher Education Work Group within 14 days of occurrence.

Address appeal to:

Tribal Education Work Group  
ATTN: Higher Education Services  
PO Box C  
Warm Springs, OR 97761

**XXI. Higher Education**

Carroll Dick, Higher Education Coordinator [carroll.dick@wstribes.org](mailto:carroll.dick@wstribes.org)  
The Confederated Tribes of the Warm Springs Reservation of Oregon

ATTN: Higher Education  
1110 Wasco Street, PO Box C  
Warm Springs, OR 97761  
Office: (541) 553-3311  
Fax: (541) 553-2203



**Education Administration**

Valerie Switzler, Education General Manager [valerie.switzler@wstribes.org](mailto:valerie.switzler@wstribes.org)

**Education Committee**

The Confederated Tribes of the Warm Springs Reservation of Oregon

ATTN: Education Committee  
1233 Veterans Way, PO Box C  
Warm Springs, OR 97761  
Tribal Council Office: (541) 553-3257  
Tribal Council Fax: (541) 553-2241

Questions?

Please call Higher Education Services. Guidelines are revised annually to accommodate rising cost of attending a post-secondary institution and the increase of the number of CTWS tribal members applying for a Tribal Scholarship.

**Application Process (Checklist)**

All students must meet with the Higher Education Coordinator to develop a Personal Education Plan. A PEP will need the following information: HS GPA, placement tests scores, official transcripts, requirements, registration, academic plan, degree check list, tuition cost, FAFSA/NAS form, full time student-employment and tribal scholarship guidelines. **Continuing students** are required to complete an application for a Tribal Scholarship annually until completion of degree. If you are on probation/suspension you must provide documents showing improvement to determine your eligibility for funding from the Tribal Scholarship Program.

**CHECKLIST**

Submit the loan/grant application for Financial Assistance by **July 1<sup>st</sup>**. Submit an Early Bird loan/grant application by May 1st and receive a Higher Education College packet. Applications received after the deadline will not be considered for funding.

**BASIC REQUIREMENTS**

- CTWS tribal member
- Submit official high school transcript & diploma or copy of GED along with test scores.
- Comply with CTWS Drug Free Work Place Policy

**FRESHMAN**

- Meet with Higher Education Coordinator to create a Person Education Plan appointment to review tribal scholarship guidelines.
- Attend 1 Student Success Strategies Higher Education Workshop
- Submit letter of acceptance from institution.
- Submit copies of your award or denial letters of at least five scholarships.
- Submit FAFSA confirmation & award letter
- Submit and sign your Needs Analyst Summary
- Summer Bridge: We will provide two classes to get you a kick start on college courses during the summer. This is a great opportunity to get below freshman (100 level) courses completed.
- a) Apply to COCC

- b) Receive acceptance letter from COCC
- c) Register for placement testing on COCC website.
- b) Test and Submit placement test results to Higher Education.
- e) Make an appointment with Higher Education to determine eligibility for Summer Bridge
- If you have applied and been accepted to an Out-of-State and or Private, Independent College, University. Submit a Budget Plan to cover at least 75% of your tuition and fees. (Scholarships, etc.)

**RETURNING COLLEGE**

- Submit official transcripts or E-transcripts of all college coursework completed. Grades are due at end of every quarter, term, or semester with loan/grant application
- Submit a degree checklist of major requirements. (See college catalog or advisor).
- Contact Higher Education Scholarship Coordinator to Review your academic plan every quarter/semester registration with an account summary from school
- Submit copies of your award or denial letters of at least five scholarships. (The more money you receive from other scholarships helps another Tribal member go to college/vocational school.)
- Submit FAFSA confirmation & award letter
- Submit and sign your Needs Analyst Summary
- Full time students who are working** must notify Higher Education

**HYPERLINKS:**

Apply as early as October Annually Apply for FAFSA by March 1st. 1-800-4-FED-AID. <http://wwwfafsa.ed.gov>

[HTTPS://APP.OREGONSTUDENTAID.GOV](https://app.oregonstudentaid.gov) - Scholarships

- OSAC Scholarship Application over 500 scholarships
- Oregon Promise Grant
- Chafee Education & Training Grand for current foster youth
- Student Child Care Grant

**Also see CTWS & COCC links**

HTTP://COCC.EDU Madras Office 541.550.4100.  
COCC application requires a \$25.00 application fee

CTWS Community Action Team-IDA program  
[HTTPS://WWW.WSCAT.ORG](https://www.wscat.org) or call 541.553.3148

CTWS [HTTPS://WARMSPRINGS-NSN.GOV](https://warmsprings-nsn.gov)

CTWS The Museum at Warm Springs  
[HTTPS://WWW.MUSEUMATWARMSPRINGS.ORG](https://www.museumatwarmsprings.org)

CTWS Indian Head Casino [HTTPS://WWW.INDIANHEADCASINO.ORG](https://www.indianheadcasino.org)

CTWS Personnel/Human Resources  
[HTTPS://WARMSPRINGS-NSN.GOV/JOB-OPPORTUNITIES](https://warmsprings-nsn.gov/job-opportunities)

**Additional Summer Employment Opportunities Contact**

Wayne Miller, WIOA Program & Services Coordinator  
Work/Experience/Development Department  
1110 Wasco Street, PO Box C, Warm Springs, OR 97761  
Phone: (541) 553-3328 Fax: (541) 553-2203  
Email: [wayne.miller@wstribes.org](mailto:wayne.miller@wstribes.org)

**Disability Services**

Jackie Minson Vocational Rehabilitation Director  
1110 Wasco Street, PO Box C, Warm Springs, OR 97761  
Phone: (541) 553-3490 Fax: (541) 553-2522  
Email: [Jackie.minson@wstribes.org](mailto:Jackie.minson@wstribes.org)

