Summit Lake Paiute Tribe

HIGHER EDUCATION PROGRAM

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Summit Lake Paiute Tribe Education Guidelines

I. Purpose

A. The purpose of the Higher Education Program is to provide supplemental financial assistance to the Summit Lake Tribal Members entering college. Awards serve as a secondary resource to supplement college financial aid packages. Higher Education is the study beyond secondary school at an institution that offers programs terminating in an associate, baccalaureate, or higher degree.

II. Policy

A. It is the policy of the Summit Lake Paiute Tribe to encourage Summit Lake Members to seek higher education. Higher Education Scholarship awards are not entitlements. Congress and the Summit Lake Tribal Council appropriate funds to aid Tribal Members in need of financial assistance, after other sources of funds are applied for. The Summit Lake Paiute Tribes Education & Enrollment Department have the responsibility to maintain close contact with the major colleges, universities, and tribal groups, as a means of assisting students to seek other avenues of aid.

III. Programs

A. All accredited programs leading to a Baccalaureate Degree, Associate Degrees, undergraduate and graduate programs.

IV. Awards

A. Funding amounts vary from year to year. Awards will be based on the amount of funding available, the number of applicants, and by the number of credits enrolled.

B. The scholarship amounts will be decided upon every semester by the Tribal Council and set in a Tribal Resolution, depending on number of applicants and funding availability with recommendations from the Education Department.

V. Application Procedures

A. Applicant writes or telephones requesting assistance in enrolling in a college or university. The applicant's name and full mailing address is requested for the purpose of sending a Higher Education Application Scholarship package.

B. The following instructions are given to the applicant:

1. Complete all forms. Verification of your Summit Lake membership will be confirmed by the Tribal office.

2. Include your letter of acceptance from the college, copy of high school diploma or GED, official school transcripts of the last school attended or GED scores, and class schedule (if available at the time of applications).

3. Personal letter outlining educational goals.

4. All forms and requested information must be in the department no later then the posted dates listed:

a.	Fall Quarter/Semester	July 15
b.	Winter Quarter/Spring Semester	November 15
c.	Spring Quarter/Semester	February 20

(i) Exception is for granting extension of deadlines is that the number of possible applications for the Academic Year has not exceeded available funding. Late applications may then be accepted and a determination to fund will be made in the order the application is date receipted.

(ii) No funding for higher education will occur for a student after the current term has begun, unless prior arrangements have been made between the department and the student.

d. Summer Term

(i) Summer is a special term. It is not considered part of the Academic Year unless as defined by the student's major course of study and the Institution.

(ii) Summer Term may be considered if the funding is available and the student submits the following no later than April 30.

(a) Needs Analysis Summary reflecting the Summer Session.
(b) A letter explaining why a Summer session is needed.

C. Upon receipt of the applicant's forms and letter, the designated personnel will scan the documentation for completion and create a **HI ED File**, containing all completed documentation to be reviewed by the Education & Enrollment Department.

1. Incomplete Application. In the event an application is not complete, at the time of receipt, the designated personnel will:

a. Contact the applicant within five (5) in writing of the areas needing completion.

b. Place the application in the **Pending HI ED File.** The only exception to an incomplete application is the Summit Lake Paiute Tribe's Certification of Enrollment Form. The Certificate of Enrollment form is verified internally and copied, the original is kept in the Enrollment File.

c. Maintain the incomplete application in the **Pending HI ED File.** Make a note of all incomplete form(s) in the Student Checklist.

d. At such a time when the Pending HI ED File is complete, it will be reviewed by the Education & Enrollment Department with a note in the Student Checklist indicating the date of completion and placed into a HI ED File.

D. The Education & Enrollment Department will review the completed HI ED File for the following:

1. Complete forms and read the letter of applicants anticipated purpose or goal.

2. Establish appropriateness of the course work to the applicant's purpose or goal.

3. Document other financial aid sources applicant applied for.

4. Review the Need Analysis Summary form to determine the Unmet Need. Review the tuition and book budget.

5. Examine past records of prior classroom participation, if any, to determine program eligibility. May need to discuss past program and compare current program attempt.

6. Determine if applicant is eligible for services in the current course study. Write recommendations in the HI ED File. The HI ED File should include the applicant's goal and request, prior participation and outcome, the reasoning of the recommendation and the recommendation itself.

7. The Education & Enrollment Department shall not hold the HI ED File, determined to be complete, longer than (5) working days before making final approval.

E. Approved Application

1. The Education Department will have fifteen (15) working days, after the established deadline, to either approve or deny the Higher Education Application.

2. The scholarship is based upon amounts decided by the Summit Lake Paiute Council, with recommendations from the Education Department.

3. A maximum funding amount may vary per year depending on the funding availability.

4. If approved the Higher Education department will send the certified Award letter to the applicant and the Learning Institution.

F. Denied Application

1. If the Higher Education application is denied, the file will be forwarded to the designated official for a certified Letter of Denial to be sent to the applicant. The Higher Education file will be kept in the Pending files until the expiration date of the Appeal process.

VI. What Scholarships Cover

A. Scholarships may be used for tuition, fees, books, supplies, and living expenses.

VII. Eligibility Requirements

A. Student must be an enrolled Summit Lake Paiute Tribal Member.

B. Student must be accepted or enrolled in a degree-granting program of an accredited college or university.

C. Student must demonstrate financial need.

D. Student must have completed a Summit Lake Paiute Tribal Higher Education Application.

E. Student must enroll for a minimum of 6 credits per semester to be eligible for the Summit Lake Paiute Tribal Higher Education Scholarship.

VIII. Academic Requirements

A. Students will maintain a "C" average (a 2.0 on a 4.0 scale).

IX. Progress Evaluation

A. Students will submit official transcripts following the completion of each term, quarter, or semester.

X. Payment of Award

A. Tuition and fees payments will be made directly to the Higher Education Institution with the exception of living expenses.

XI. Appeals

A. If a student or applicant has received a written decision that they feel is unfair, they can request a review of the decision. The appeal will be filed and processed in the following manner, except the time limit may be waived or extended by written mutual consent of all parties.

1. The Student or applicant will submit in writing within ten (10) working days from receiving a certified letter from the Education Department, a request to appeal. If the written request is not received within the specified time, the process will stop.

2. The designated Education Official will notify the Tribal Chairperson of the request of appeal. The Tribal Chairperson shall then place the request of appeal on the Agenda of a Special Meeting before the Tribal Council.

3. The decision shall be reached by majority vote.

4. The Tribal Council will respond to the student or applicant in writing within five (5) working days after reviewing the file and/or primary documentation.

XII. Funding Priorities

A. Continuing students meeting academic requirements.
B. New students
C. Graduate students
D. Students who are working on a second baccalaureate degree.

XIII. Tribal Recording Keeping

A. The Tribe shall maintain a systems of records which shall include as a minimum, copies of financial aid records, academic progress reports, and Certificate of Indian Blood (CIB).

Summit Lake Paiute Tribe
Student Checklist

If any of the required documents as listed are not completed by the established deadline, your application will be considered incomplete and subject to disapproval. If you have any questions, please contact the Summit Lake Paiute Tribe Education and Enrollment Department.

Check

_____ 1. I have completed the Summit Lake Paiute Tribe Higher Education Scholarship Application.

_____ 2. I have completed the Summit Lake Paiute Tribe Needs Analysis Summary.

_____ 3. I have included my letter of acceptance from the college, a copy of my high school diploma or GED, official school transcripts of the last school attended of GED scores, and class schedule (if available at the time of applications).

_____ 4. Confirmation of the Summit Lake Paiute Tribal Enrollment.

_____ 5. If I am a continuing student, I have submitted official transcripts from the previous term completed.

_____ 6. Personal letter outlining Educational Goals.

_____ 7. Copy of Financial Aid Award or Rejection from Financial Aid Office.

SUMMIT LAKE PAIUTE TRIBE
Primary Administrative Office
1708 H Street, Sparks, NV 89431-4337
(775) 827-9670 (775) 827-9678 (fax)

SUMMIT LAKE PAIUTE COUNCIL
Chairman: Warner Barlese • Vice-Chairperson: Ernie Barlese
Secretary/Treasurer: Jerri Lynn Barlese • Council Member: Robyn Burdette • Council Member: Reggie Lee Townsend

Higher Education Assistance Application Procedures

1. An applicant must be an enrolled Summit Lake Tribal Member, be a High School graduate or have already earned his/her GED and demonstrated financial need.

2. Completed application will consist of:

   a. Complete application
   b. Letter of acceptance from the college
   c. Certification of Tribal enrollment (verified within Tribal administration)
   d. Complete grade transcripts of previous term attended for returning students or a copy of High School diploma or GED
   e. Personal letter outlining educational goals
   f. Needs Analysis Summary Form completed by the financial aid officer
   g. Higher Education Scholarship Application (filled out completely and signed)
   h. Education Repayment Agreement (filled out completely and signed)
   i. Copy of financial aid award or rejection letter from the financial aid officer
   j. Expected date of graduation

3. Completed application should be returned to the Tribe at the above address.

4. For continuing eligibility, students must provide their grade report for the term funded. After receipt of the grade report, determination will be made for continued funding. 1/ A **student must *complete at least 6 credit hours with a 2.0 GPA for continued eligibility.*** 2/

5. Deadline dates for application are as follows:

a.	Fall term	July 15
b.	Winter term	November 15
c.	Spring term	February 20
d.	Summer term	April 30

Note: Students whose applications are received after the deadline date cannot be assured of receiving their scholarship before the beginning of the term or semester. Summer term funding is not guaranteed.

6. Scholarships will be made payable to the Financial Aid Office of the school that the student is attending with the exception that living expenses funds will be made payable to the student.

1/ This should be provided upon receipt of the official transcript from the college, as funds **will not** be released without an official copy of a transcript or official copy of a High School diploma.
2/ See Page 7, Summit Lake Paiute Tribe Higher Education Program (Guidelines) adopted by Council Resolution SL-33-2000 (December 8, 2000).

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Primary Administrative Office
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SUMMIT LAKE PAIUTE COUNCIL
Chairman: Warner Barlese • Vice-Chairperson: Ernie Barlese
Secretary/Treasurer: Jerri Lynn Barlese • Council Member: Robyn Burdette • Council Member: Reggie Lee Townsend

Dear Student:

1. The **"Needs Analysis Summary Form"**:

    a. The **Top and Bottom** must be completed by the student. Fill out this part and do not forget to sign.

    b. The **Middle** portion of the form must be completed by the financial aid office of the college you plan to attend.

2. **Students: Take the "Needs Analysis Summary Form" to your Financial Aid Office.** The form is also available on the *Education Page* of the Tribe's web site (www.summitlaketribe.org) in both Word and PDF format.

3. **Request** the form to be filled out by the Financial Aid Officer. If the Officer states your S.A.R. (Student Aid Report) has not come in, you must then:

    a. **Request** the Needs Analysis Summary Form be placed on file until the S.A.R. is received by the Financial Aid Office.

    b. **Request** the Financial Aid Office complete and return this form as soon as possible to:

    Summit Lake Paiute Tribe
    Attn: Higher Education
    1708 H Street
    Sparks, NV 89431

4. **Complete** the Higher Education Scholarship Application and the Education Repayment Agreement and return them to the Tribe at the above address. These forms are also available on the *Education Page* of the Tribe's web site (www.summitlaketribe.org) in both Word and PDF format.

Remember, the Summit Lake Paiute Tribe CANNOT process your Tribal Scholarship until all three forms are completed and returned. When they are received by the Summit Lake Paiute Tribe, we may then determine the amount of your Tribal Scholarship. If you have any questions or concerns please do not hesitate to contact the Tribe's Administrator at (800) 355-7978.

Rev. 05.18.09

Summit Lake Paiute Tribe
1708 H Street
Sparks, NV 89431-4337
(775) 827-9670 (ofc) (775) 827-9678 (fax)

NEEDS ANALYSIS SUMMARY

Academic Year: _____
Term (only check one box): [ ] Fall [ ] Winter [ ] Spring [ ] Summer

Student Name: _____

_____ _____
Social Security Number Enrollment Number

TO BE COMPLETED BY THE FINANCIAL AID OFFICE

Name of College/University: _____

Address: _____ Phone: _____

I have reviewed the application for the above named student and have determined the following summary:

Education Budget	Amount	Financial Aid	Amount:
Tuition/Fees	_____	Pell Grant	_____
Books/Supplies	_____	State	_____
Room/Board	_____	Perkins Loan	_____
Transportation	_____	GSL	_____
Child Care	_____	CWS	_____
Personal Expenses	_____	Other Loans available	
Other (itemize):		_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____		
_____	_____		
TOTAL COSTS	_____	Total	_____

Resources

Parent Contribution	_____	Total Financial Aid & Resources	_____
Student Contribution	_____		
Spouse Contribution	_____	Total Unmet Need	_____
Social Security	_____		
Veterans Benefits	_____	Total Need This Term	_____
Other	_____		
TOTAL	_____	Student [ ] Full-Time [ ] Part-Time	

_____
Financial Aid Officer Print Name Signature

I hereby authorize the Registrar and Financial Aid Office of _____ to release any and all information pertaining to me, including transcripts, number of credits enrolled during term, class schedule, grades and funding information, to the Summit Lake Paiute Tribe Education Department.

Student's Signature: _____ Date: _____

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Summit Lake Paiute Tribe
1708 H Street
Sparks, NV 89431-4337
(775) 827-9670 (ofc) (775) 827-9678 (fax)

HIGHER EDUCATION SCHOLARSHIP APPLICATION

All information is voluntary, however, failure to complete all applicable parts may result in delays in processing this application or making it impossible to process.

Name: _____ Soc. Sec. #: _____ - _____ - _____

Address: _____
Street/P.O. Box City, State Zip Code

Telephone: _____ Best Hours to Contact: _____

Date of Birth: _____ Gender: _____

Marital Status: _____ Veteran: [ ] Yes [ ] No

Enrollment #: _____ Dependents: _____

High School Attended: _____

High School Graduate: [ ] Yes [ ] No If yes, date: _____ GED [ ] Yes [ ] No

Name of College You Want Funding to Attend: _____
Address: _____ Phone _____ Fax _____

Year in College: [ ] Freshman [ ] Sophomore [ ] Junior [ ] Senior [ ] Graduate Student
[ ] Doctorate Student
Academic Year: _____ Term Attending: [ ] Fall [ ] Winter [ ] Spring [ ] Summer
Number of Credits Hours Enrolled: ____ Number of Credits Previously Earned: ____
Major: _____ Minor: _____
Estimated Date of Graduation: _____
Will You Graduate This School Year: [ ] Yes [ ] No Degree Expected This Year: ____
If Not This Year, When Do You Expect to Graduate from the above College? _____

I certify that I will use all funds I receive under the Summit Lake Paiute Tribe's Higher Education Grant Program solely for those expenses connected with attendance at the above-identified college. I also certify that the above information is true and correct to the best of my knowledge. I consent to the release of information to the necessary agencies to complete my financial aid package. I request that any scholarship funds awarded me be sent in the mail, in care of the financial aid office of the institution I am attending, except living expense funds. At the end of each term I will send a copy of my official transcript to the Summit lake Paiute Tribe at 1708 H Street, Sparks, NV 89431-4337.

_____ _____
Student's Signature Date

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Summit Lake Paiute Tribe
Higher Education Department
1708 H Street
Sparks, NV 89431-4337
(775) 827-9670 (ofc) (775) 827-9678 (fax)

EDUCATION REPAYMENT AGREEMENT

This Agreement is between the Summit Lake Paiute Tribe, Higher Education Department, and _____, who is enrolling at _____ during the _____ semester/quarter (circle correct one) of the Year _____.

In exchange for the funding received through the Summit Lake Paiute Tribe, Higher Education Department, and to successfully complete their obligation to the Summit Lake Paiute Tribe, Higher Education Department, the above-named person agrees to repay all funding provided them if:

1. If for any reason other than good cause (as determined by the Summit Lake Paiute Tribe, Higher Education Department), the above-named person drops class(es).

2. If at the end of each term fails to have a "C" average or higher.

3. If at the end of each term fails to submit to the Summit Lake Paiute Tribe, Higher Education Department, an official transcript for the term.

4. Fails to notify the Summit Lake Paiute Tribe, Higher Education Department, in writing of failing any class.

I HAVE READ AND UNDERSTAND THE TERMS AND CONDIITONS OF THIS AGREEMENT AND AGREE TO THESE TERMS BY SIGNING THIS AGREEMENT.

_____ _____
Higher Education Applicant Signature Date

_____
Applicant's Printed Name

_____ _____
SLPT Official Date

cc:
File
Higher Education Applicant
Rev. 07.28.08

RESOLUTION OF THE SUMMIT LAKE PAIUTE COUNCIL OF THE SUMMIT LAKE PAIUTE INDIAN RESERVATION, NEVADA

Resolution No. SL-33-2000

TITLE: APPROVAL OF HIGHER EDUCATION GUIDELINES

WHEREAS, the Summit Lake Paiute Tribe is organized, pursuant to Section 16 of the Indian Reorganization Act of June 18, 1934 (48 Stat. 984), as amended, with the Articles of Association, and approved by the Secretary of the Interior on January 08, 1965, granting certain powers to the Summit Lake Paiute Tribal Council; and

WHEREAS, the Summit Lake Tribal Council as authorized pursuant to the Articles of Association of the Summit Lake Paiute Tribe, Article II, Section 1 (b) To represent the Summit Lake Paiute Tribe in negotiations with Federal, State, and local governments, and other corporations, associations, partnerships or individuals, and to cooperate with the Bureau of Indian Affairs, Department of Public Health, and various departments and agencies of the State of Nevada in matters of welfare, education, recreation, and social services; (j) To determine its own rules of procedure; and (k) To take such actions as are necessary to carry into effect any of the foregoing powers and duties; and

WHEREAS, Pursuant to Public Law 93-638, the Summit Lake Paiute Tribe is establishing a Higher Education Program for the benefit of it's members; and

WHEREAS, the Summit Lake Paiute Council reviewed the Higher Education Guidelines and deems it to be in the best interest of the Tribe to adopt Higher Education Guidelines; and

WHEREAS, the Summit Lake Paiute Council deems it necessary to waive the Winter Quarter/Spring semester deadline of November 15 due to the lateness of the year and will except applications until December 31, 2000; and

NOW THEREFORE BE IT RESOLVED, that the Summit Lake Paiute Tribal Council, the governing body of the Summit Lake Paiute Tribe, hereby approves the Higher Education Guidelines which will be followed to distribute monetary scholarships under the Higher Education Program.

CERTIFICATION

I, Lorraine Watson, Secretary/Treasurer, of the Summit Lake Paiute Tribal Council, hereby certify the above Resolution No. SL-33-2000 was brought before the Summit Lake Paiute Tribal Council at a duly held meeting on the 8th day of December 2000, with -5- council members present, constituting a quorum, with the following votes to enact Resolution No. SL-33-2000 was -4- For; -0- Against; and -0- Abstaining. Chairperson presiding and this Resolution has not been rescinded, revoked or amended.

Lorraine Watson
Secretary/Treasurer Summit Lake Paiute Council

8 Dec 2000
Date

DUPLICATE
ORIGINAL