

CHIPPEWA CREE TRIBE OF ROCKY BOY'S INDIAN RESERVATION



**STONE CHILD COLLEGE
HIGHER EDUCATION SCHOLARSHIP PROGRAM STUDENT
HANDBOOK**

Table of Contents

STATEMENT OF POLICY	4
STUDENTS MUST READ THIS HANDBOOK.....	4
HIGHER EDUCATION SCHOLARSHIP PROGRAM FUNDING	4
ELIGIBILITY FOR HIGHER EDUCATION PROGRAM FUNDING.....	5
SELECTION PROCESS	5
ELIGIBLE INSTITUTIONS.....	5
PRIORITITES FOR FUNDING.....	6
TRIBAL EMPLOYMENT.....	6
APPLICATION PROCEDURES AND DEADLINE DATES	7
APPLICATION PROCEDURES FOR CONTINUING STUDENTS.....	8
APPLICATION PROCESS FOR SUMMER FUNDING	8
CREDIT LOAD AND GRADES	9
HIGH SCHOOL GRADE POINT AVERAGE and GED SCORES.....	9
CORRESPONDENCE SCHOOLS	10
ONLINE COURSES	10
OUT OF STATE COLLEGES/UNIVERSITIES	10
OUT OF COUNTRY SCHOOLS.....	10
COLLEGE/UNIVERSITY TRANSFERS.....	10
MEDICAL CARE	10
VOCATIONAL TRAINING	11
INCARCERATED APPLICANTS.....	11
ZERO NEED FOR HIGHER EDUCATION PROGRAM FUNDING	11
OVER AWARD.....	11
NO BUY OUT OR REPLACEMENT OF FUNDS	11
MAXIMUM FUNDING FOR BACHELOR DEGREE	12
MAXIMUM FUNDING FOR ASSOCIATE DEGREE.....	12
NOTIFICATION OF AWARDS.....	12
APPEAL PROCESS FOR DENIED FUNDING	12
CLASS SCHEDULE.....	13
SCHOOL BILL.....	13
PAYMENT SCHEDULE	13
SCHOLARSHIP DISBURSEMENTS	14

SCHOLARSHIP RECIPIENT RESPONSIBILITIES..... 14

STUDENT RIGHTS 15

PROBATIONARY STUDENT STATUS 16

TERMINATION OF STUDENT FUNDING 17

APPEAL SYSTEM 18

APPEAL SYSTEM CHART 18

FINANCIAL AID OFFICE 18

ADMISSIONS OFFICE 18

RESIDENCE LIFE 19

CHILD CARE 19

REVISIONS OF STUDENT HANDBOOK 20

HIGHER EDUCATION PROGRAM STUDENT HANDBOOK TEAR-OUT PAGE..... 21

CHIPPEWA CREE OF THE ROCKY BOY'S INDIAN RESERVATION HIGHER EDUCATION SCHOLARSHIP PROGRAM POLICIES AND PROCEDURES

STATEMENT OF POLICY

The Chippewa Cree Tribe promotes and encourages education beyond high school for tribal members. The Higher Education Scholarship Program is administered by Stone Child College as authorized by the Chippewa Cree Tribal Business Committee. The Stone Child Board of Directors oversee the Higher Education Scholarship Program and approve the Higher Education Program Student Handbook of Policies and Procedures. The approved policies and procedures are in effect until revised and approved by the Board of Directors every three (3) years.

STUDENTS MUST READ THIS HANDBOOK

All students who receive Higher Education Program funding from the Chippewa Cree Tribe are subject to the provisions contained in this handbook of education policies. Every effort will be made to be fair and equitable given our tribal resources.

All students must read then sign the tear out page number twenty-one (21) and submit the page to be placed in their Higher Education Program file. The signing of the tear out page means the applicant/student read and understands the Higher Education Program policies and procedures and will follow them.

HIGHER EDUCATION SCHOLARSHIP PROGRAM FUNDING

The Higher Education Program funding that an applicant may receive is supplemental to other forms of federal and campus based financial aid. The Higher Education Program requires applicants to apply for federal student aid by March 1 of each year on the Free Application for Federal Student Aid (FAFSA). The application is for free funding such as the PELL Grant, the Supplemental Educational Opportunity Grant (SEOG), the State Student Incentive Grant (SSIG), College Work Study and the Montana University Systems Indian Fee Waiver. Financial aid funds can be used to pay for tuition/fees, room/board, books and miscellaneous expenses related to education. The applicant must exhaust/accept all other free financial aid before accepting Higher Education Program funding.

ELIGIBILITY FOR HIGHER EDUCATION PROGRAM FUNDING

1. Must be a resident of the Rocky Boy's Indian Reservation of Montana.
2. Must be enrolled with the Chippewa Cree Tribe of the Rocky Boy's Indian Reservation of Montana.
3. Must be eligible for Federal Student Aid. Applicants (students) in loan default and/or on federal student aid suspension are not eligible.
4. Must maintain the required credit load and grade point average of 2.00 or higher. If the Institution does not have any academic standards, the program director will evaluate students' academic records to determine if a student has met the minimum of "C" grade point average.
5. Must complete the program application process according to application deadline dates.
6. Must possess a high school diploma with a 2.50 final/cumulative grade point average if applying for college during the fall semester after high school graduation. OR, Must possess a high school equivalency diploma with a GED test score of 450 (45) or a HiSET comprehensive score of 45. Students who do not meet the 2.50 final grade point average or 450 score requirement may be eligible for Higher Education Program funding, only, if they attend Stone Child College or have Board approval to attend an accredited post-secondary institution.
7. Must be pursuing an undergraduate degree. The course of study must be from an accredited institution and must result in the attainment of an Associate or Bachelor Degree.

SELECTION PROCESS

The Stone Child College Board of Directors oversees the Higher Education Program. The Directors meet each July to approve student funding for applicants with completed files.

ELIGIBLE INSTITUTIONS

The course of study must be from an accredited post-secondary institution and must result in the attainment of an Associate of Science, Associate of Applied Science, Associate of Arts, Bachelor of Science or a Bachelor of Arts degree. The accredited institutions must administer the PELL Grant Program and other federal and campus based aid that the Higher Education Program Student may be eligible for.

PRIORITIES FOR FUNDING

- Priority One (1)** Rocky Boy Residents – College seniors and juniors in good academic and financial aid standing with the Higher Education Program and the institution last attended.
- Priority Two (2)** Rocky Boy Residents – Continuing students, currently funded students renewing their applications and are in good academic and financial aid standing with the Higher Education Program and the institution last attended. Continuing students on probationary status with the Higher Education Program will be included in this priority.
- Priority Three (3)** Rocky Boy Residents – Beginning Freshman. Applicants who graduated in May or June of the current year. See high school grade point average and GED score requirements on page 9.
- Priority Four (4)** Rocky Boy Residents – New applicants who have never received Higher Education Program funding.
- Priority Five (5)** Rocky Boy Residents – Former recipients in good standing with the Higher Education Program and the institution last attended.
- Priority Six (6)** Non-residents of Rocky Boy – Enrollees of the Chippewa Cree Tribe who reside off Rocky Boy's Indian Reservation will be considered after the Priority One (1) to Priority Five (5) resident applicants have been considered and if funds are available.
- Late Applicants** Late applicants will be considered, if funds are available.

Funding is very limited and will be awarded on a first come, first serve basis for Rocky Boy residents.

TRIBAL EMPLOYMENT

In consideration for this financial award, the recipient agrees to perform a period of obligated employment with an entity of the Chippewa Cree Tribe. The period of time required for work-related payback is the equivalent of the total period of time for which financial aid and training was received under the Higher Education Program. In other words, for each and every quarter/semester of funding you receive, you will be expected to work one quarter/semester for a tribal entity, if job positions are available. A semester is four (4) months long; if you receive funding for two (2) semesters, you agree to work for eight (8) months at eight (8) hours per day or forty (40) hours per week. A quarter is three (3) months long; if you receive funding for two (2) quarters, you agree to work for six (6) months at eight (8) hours per day or forty (40) hours per week.

APPLICATION PROCEDURES AND DEADLINE DATES

The Higher Education Program application is submitted online at www.sccprogramsonline.com. The Higher Education Program has two (2) application deadline dates. Note: if the deadlines fall on a weekend, then it will be extended to the next working day.

March 1 – first deadline date to submit the following:

1. Higher Education Program Application is available online at www.sccprogramsonline.com.
2. Verification that Financial Aid Application (for a PELL Grant) has been applied for.

Applicants who submit the above applications by the March 1st deadline date will have until June 30th to complete their files.

June 30 – second and final deadline date, submit the following to complete your file:

3. **Needs Analysis (budget)** – must be completed and signed by the Financial Aid Office at the Institution the applicant plans to attend.
4. **College Acceptance Letter** – must be from the admissions office.
5. **Chippewa Cree Tribal Enrollment Certification** – contact the Chippewa Cree Tribal Enrollment Office (406) 395-5238 for the Certification of Indian Blood or tribal ID.
6. **High School Final Grade Transcripts, HiSET or GED Scores** - Official high school grade transcripts must show a final 2.50 grade point average or higher. HiSET Comprehensive Score Report must be 45, a score of 2 out of 6 on the language arts essay and a score of 8 or higher on each subtest. GED scores must show a 450 or 45 test score.
7. **College Grade Transcripts** - submit college grade transcripts from all colleges/universities previously attended.
8. **Release of Information Form** – signed and submitted to the Higher Education office upon acceptance for funding.
9. **Handbook Tear Out Page** – read and sign the tear out page which means you read and understand the Higher Education Program policies and procedures upon acceptance for funding.
10. **Personal Letter of Interest** – include college major and plans upon earning an Associate or Bachelor Degree and your willingness to work for the Chippewa Cree Tribe if employment in your field of education is available.
11. **Education Plan** – The plan must show all courses completed and the courses needed to earn an Associate or Bachelor Degree in the chosen major applicant has declared, it must be signed by a college advisor and must show your graduation date.

Continuing students - If a student was funded the previous year, and is planning on continuing enrollment in the same institution, they do not need to upload a college acceptance letter; only required if they are transferring to a different institution. Tribal enrollment certification, high school transcripts, and letter of interest are not required for continuing students. All other uploads are required to be updated. Numbers 8 and 9 are check boxes within the application.

Please note that it is the applicant's responsibility to submit all application items required to complete their file by each deadline date.

APPLICATION PROCEDURES FOR CONTINUING STUDENTS

March 1 – first application deadline date:

1. Submit the **Higher Education Program Application**.
2. Submit **Financial Aid Application** (for a PELL Grant) verification that FAFSA was completed.

June 30 – second and final deadline date

3. **Needs Analysis (budget)** – to be completed and signed by the financial aid office at the school the continuing applicant will attend.
4. **College Grade Transcripts** – must be to the end of spring term grades which must show passing with a minimum 2.0 GPA.
5. **Release of Information form** – signed and turned in to the Scholarship Coordinator.
6. **Handbook Tear-Out Page** - signed and turned in to the Scholarship Coordinator.
7. **Education Plan** –The plan must show all courses completed and the courses needed to earn a Degree, it must be signed by a college advisor and must show your estimated graduation date.

If a continuing student plans to transfer to another accredited post-secondary institution, they must submit a college acceptance letter and a budget from that school. Continuing students must meet both deadline dates and must complete their files by the final deadline date.

APPLICATION PROCESS FOR SUMMER FUNDING

Summer funding is contingent on the availability of funds. Summer funding is only for college seniors who are currently receiving funding and who will graduate at the end of the summer or end of the upcoming fall quarter/semester or spring quarter/semester.

Application items due by April 1

1. Higher Education Program Application
2. Needs Analysis (budget) for Summer
3. Class Schedule for Summer
4. Latest College Grade Transcripts
5. Release Form (signed)
6. Personal Letter requesting summer funding and stating why the summer term is necessary
7. Written verification of students graduation date

It is the applicant's responsibility to upload all required items by the due date to the Higher Education Program's online application.

CREDIT LOAD AND GRADES

Credit Load – All Higher Education Program students must carry and successfully complete 12 credits or more with a 2.00 grade point average or higher for each term funding is received. Failure to complete required grades will result in probation or termination of funding from the Higher Education Program.

Midterm or Current Grades – for fall quarter/semester, the midterm/current grades will be due end of October. The winter quarter midterm/current grades will be due by end of February. Spring quarter midterm/current grades will be due by end of May. Spring semester Midterm/current grades will be due by the end of March. A grade report form can be downloaded from the HEP/AVT website at www.sccprogramsonline.com or by requesting it from the program coordinator.

End of Quarter/Semester Grades – the end of the quarter/semester grade report must be submitted within two (2) weeks after the term ends. The next quarter/semester first monthly payment will be processed after the grade report is received showing passing grades. Grade report forms can be found at www.sccprogramsonline.com.

End of school year grade transcripts - the grade transcripts must be submitted within two (2) weeks after spring quarter/semester ends, failure to do so will result in probation or termination.

Student grade reports must show passing grades before the next payment will be released. If a student's grade report shows failing grades, that student will be placed on probation or termination status.

The Higher Education Program will not pay for any classes that a student fails and has to retake while on HEP.

HIGH SCHOOL GRADE POINT AVERAGE and GED SCORES

High School Final Grade Point Average – the applicant will be considered for funding if their cumulative high school grade point average (GPA) is **2.50 or higher**. If the applicant has a GED, their test scores must be **450 (45) or higher**.

If the applicant has a **lower than** the required **2.50**, that applicant will be considered for funding, **only, if they attend Stone Child College** and if their file is complete. The applicant will not be considered for funding if they attend an off-reservation accredited post-secondary institution. If the applicant attends an off-reservation college, they will need to find other resources to fund their education for at least one (1) academic year and complete 12 credits or more with a 2.00 grade point average or higher per quarter/semester. That student must then submit verification that they funded their own education and completed required grades, then they can apply for the next school year Higher Education Program funding. If their file is complete, they will be considered for funding.

CORRESPONDENCE SCHOOLS

The Higher Education Program will not provide funding for correspondence schools or schools that are not accredited.

ONLINE COURSES

Online courses – the applicant must inform the Higher Education Program if they are taking online courses. **The online student will not be funded for room/board and transportation.** The online courses must be from an accredited post-secondary institution.

OUT OF STATE COLLEGES/UNIVERSITIES

Students attending out-of-state or private colleges/universities can expect to pay the difference in cost between the out-of-state or private institution and the in-state costs. If a Montana resident attends an out-of-state or a private school, they will be charged up to five (5) times more than an in-state school for tuition and fees. The Higher Education Program recommends that the student attend a tribal college for the first two (2) years then transfer to a four (4) year in-state institution under the Montana University System.

OUT OF COUNTRY SCHOOLS

The Higher Education Program will not provide funding for students attending a college or university outside of the United States.

COLLEGE/UNIVERSITY TRANSFERS

The applicant approved to receive Higher Education Program funding must attend the post-secondary institution indicated on their application.

Example: an applicant completes their file to attend Stone Child College, then after approval of funding, decides to attend the University of Montana. If the approved applicant decides to attend another college, they must request to do so in writing to the program coordinator. If the request is approved, and if the costs at the new school are higher, the funding that had been approved will not be increased. If the costs are lower at the new school, the Higher Education Program funding that had been approved will be decreased to the lower amount.

MEDICAL CARE

The Higher Education Program does not provide medical coverage or services. The Rocky Boy Clinic or nearest Indian Health Service (IHS) is accessible to all Chippewa Cree students. Students are encouraged to utilize the nearest Indian Health Services. For more information regarding medical services, prior to leaving for college, contact the Rocky Boy Clinic Contract Health Services

at 406-395-4486 or write to address, Rocky Boy Health Contracting, 96 Clinic Rd., Box Elder, Montana 59521.

Students do have the option to pay for health insurance at the post-secondary institution they attend. The cost for health insurance is included in the student billing that the student may waive or accept.

VOCATIONAL TRAINING

Applicants in vocational training must apply for the Chippewa Cree Tribal Adult Vocational Training Program. The Adult Vocational Training Program requires applicants to be members of the Chippewa Cree Tribe of the Rocky Boy's Indian Reservation. The program and course of study must be fully accredited and the school must offer the PELL Grant. Vocational training programs that do not offer the PELL Grant to students will not be funded.

The Adult Vocational Training Program is administered by Stone Child College for the tribe.

INCARCERATED APPLICANTS

Applicants under the jurisdiction of tribal, state or federal penal institutions are **ineligible** to receive funding while they are incarcerated.

ZERO NEED FOR HIGHER EDUCATION PROGRAM FUNDING

If the applicant's needs analysis (budget) shows a zero need for Higher Education Program funding, that applicant/student may submit a written request for tuition/fees and books funding. If paying tuition/fees and books puts a student into over award status at their institution, the Board of Directors will not approve such funding. Approval is based on the availability of funds and only the Stone Child College Board of Directors approves requests.

OVER AWARD

Students will be funded according to their unmet need. No award will exceed \$6,300.00 per academic year. If a student is awarded funding above their unmet need, it will be the student's responsibility to pay back the amount over awarded.

NO BUY OUT OR REPLACEMENT OF FUNDS

The Higher Education Program will not replace funds rejected by the student and will not buy out or pay back student loans for the student.

MAXIMUM FUNDING FOR BACHELOR DEGREE

The Higher Education Program will provide up to five (5) academic years of funding ten (10) semesters or fifteen (15) quarters to earn a Bachelor Degree.

The Higher Education Program will not consider further funding for a second Bachelor Degree nor a Master's Degree.

If a student earned a Bachelor Degree without funding from the Higher Education Program or the Adult Vocational Training Program, they will be eligible for HEP funding for a second Bachelor Degree.

MAXIMUM FUNDING FOR ASSOCIATE DEGREE

The Higher Education Program will provide funding for up to five (5) semesters or eight (8) quarters for students to earn an Associate or Associate of Applied Science Degree.

An Associate Degree graduate will not be considered for further funding to attend school for another Associate Degree. That student will be considered for further funding only if they attend school for a Bachelor Degree.

If a student earned an Associate Degree without funding from the Higher Education Program or the Adult Vocational Training Program, they will be eligible for HEP/AVT funding for a second Associate Degree.

NOTIFICATION OF AWARDS

The applicant will be notified by letter after the Stone Child College Board of Directors approves funding. The applicant who is approved for funding must respond to the award letter within two (2) weeks to accept or reject the award.

APPEAL PROCESS FOR DENIED FUNDING

Only applicants with complete files may appeal the Board's decision to deny funding. Appeals are to be submitted in writing to Stone Child College/Higher Education Program, 8294 Upper Box Elder Road, Box Elder, Montana 59521.

1. A student denied funding from the Higher Education will be notified by mail within one week from the Board's selections at their July Board Meeting.
2. The student may appeal the denial in writing to the Higher Education Program Director within ten (10) calendar days from the date of the denial letter.

3. The director shall rule on the decision within five (5) calendar days of the receipt of the appeal letter.
4. If the denial of funding is upheld by the director, the student may appeal in writing to the Stone Child College President within five (5) calendar days of the director's denial.
5. If the student is not satisfied with the President's decision, they may appeal in writing to the Stone Child College Board of Directors within five (5) calendar days after the President's denial.
6. The Stone Child College Board of Directors shall rule on the decision within thirty (30) calendar days of the receipt of the appeal. The decision of the Stone Child College Board of Directors will be final. Only students have the right to appeal.

CLASS SCHEDULE

The awarded student must submit their class schedule for each term which must be for 12 credits or more. It is recommended that the student carry and complete more than the allowed 12 credits per quarter/semester. The reason for the recommendation is that Higher Education Program funding is available for up to five (5) academic years and requires 12 credits per term credit load. If the student completes 24 credits per school year (semester basis), they will complete 120 credits in five (5) academic years. If those 120 credits are not all for a Bachelor Degree, the student will need to continue attending college with their own or other resources because they will be out of Higher Education Program funding. A minimum of 9 credits per semester must be core credits required in their major with the remaining three credits in elective credit requirements.

SCHOOL BILL

The student must submit their bill to the Higher Education Program before the end of September and the end of January for Spring Semester, the end of October for Fall Quarter, end of January for Winter Quarter and end of April for Spring Quarter which should show a zero balance. If the student owes for tuition/fees, books, and/or dorm/family housing costs they must make payment arrangements with the school.

PAYMENT SCHEDULE

The Higher Education Program funding will be paid by the month for all students. Stone Child College students must turn in a grade report showing passing grades or minimum 2.0 GPA every month to receive their checks. Checks will be made payable to the student unless the student requests their check be made payable to the institution they attend.

Fall Quarter , three (3) monthly payments	October, November, December
Winter Quarter , three (3) monthly payments	January, February, March
Spring Quarter , three (3) monthly payments	April, May, June

Fall Semester , Four (4) monthly payments	September, October, November, December
--	--

Spring Semester, five (5) monthly payments January, February, March, April, May

Summer Session, monthly payments on case by case basis

SCHOLARSHIP DISBURSEMENTS

All student funding will be mailed to the financial aid offices at the school the student attends by the first week of each month. The financial aid office or cashier will disburse the Higher Education Program payments to the Higher Education Program recipient. The checks will be made payable to the student unless they request their check be made to the institution they attend. If a student shows a statement from their institution with a zero balance, they may request, in writing, that their monthly checks be mailed directly to them.

Stone Child College students will be paid on a monthly basis, the checks will be made payable to the student. Grade reports showing passing grades in all subjects will be required every month before checks can be released. The Higher Education Program Office staff will disburse the payments.

SCHOLARSHIP RECIPIENT RESPONSIBILITIES

1. Complete the Higher Education Program application by deadline date.
2. Read, understand, sign and submit the Higher Education Program Student Handbook Tear-Out Page of policies and procedures. The applicant must ask questions if the handbook policies and procedures are not clearly understood.
3. Be a full-time student earning a minimum of 12 credits or more with a 2.00 grade point average or higher per quarter/semester. A minimum of 9 credits per semester must be core credits required in their major with the remaining three credits in elective credit requirements.
4. Submit midterm or current grades as required. If not submitted by due date, student will be placed on probation. Students on probation will be terminated for the second offense.
5. Submit grade reports and transcripts within **two (2) weeks** after the term ends. If not submitted by due date, student will be placed on probation. Students on probation will be terminated for the second offense.
6. Pursue a degree program leading to an Associate or Baccalaureate Degree **from an accredited post-secondary institution.**
7. Notify the Higher Education Program immediately upon rejecting approved funding.
8. Be placed on probation status (first offense) or terminated (second offense) from the program for failure to complete 12 credits or more with a 2.00 grade point average or higher. Once a student is terminated from further assistance, that student cannot be reinstated until,

through other funding, they have achieved 12 credits or more with a 2.00 grade point average or higher for one (1) full term.

9. Report immediately of any changes of personal status (marital status, name, address, income, etc.) to the Higher Education Program and financial aid office. **Providing false or misleading information shall warrant termination of Higher Education Program funding.**
10. Notify the Higher Education Program and the institution attending of any intention to withdraw from school. Only on the approval of the Higher Education Program on reason for withdrawal shall future assistance be considered.
11. A scholarship recipient who accepts payment and does not officially enroll or unofficially withdraws, decreases class load (below 12 credits) or is suspended before completion of the academic term shall be terminated.
12. Use Higher Education Program funds specifically for education expenses.
13. Declare a major by the second year in college.

STUDENT RIGHTS

1. To be considered for Higher Education Program funding if applicant meets eligibility criteria.
2. To know the criteria used in selecting student aid recipients.
3. To know the criteria used to determine the amount of the student award.
4. To know what a student must do to continue eligibility of Higher Education Program funding, federal student aid and the academic standards that must be met.
5. To know they must complete 12 credits or more with a 2.00 grade point average or higher per quarter/semester.
6. To know when to submit midterm/current, end of quarter/semester and end of school year grade reports/transcripts.
7. To know the costs of attending the institution, including direct and indirect educational expenses.
8. To know the academic programs and institutional facilities which are available at each institution.
9. To know the names of the persons who have been designated by the institution to provide financial aid information to students and procedures to be followed in contacting these individuals.

10. To know, if approved for funding, to accept the funding in writing and to submit a 12 credits or more class schedule.
11. To know when to submit a new application for Higher Education Program funding.
12. To know when to submit copies of their financial aid application for a PELL Grant.
13. To know they must declare a major by the end of their second year of college.
14. To appeal a decision made by the Higher Education Program staff.

PROBATIONARY STUDENT STATUS

A student will be placed on probation for one (1) quarter/semester for failure to comply with the regulations and responsibilities set forth in the Higher Education Scholarship Program Student Handbook. This includes, but is not limited to the following:

Read, understand, sign and submit the Higher Education Program Student Handbook Tear-Out Page of policies and procedures.

Be a full-time student earning a minimum of 12 credits or more with a 2.00 grade point average or higher per quarter/semester.

Submit midterm or current grades as required.

Submit grade reports and transcripts within **two (2) weeks** after the term ends.

Notify the Higher Education Program immediately upon rejecting approved funding.

Report immediately of any changes of personal status (marital status, name, address, income, etc.) to the Higher Education Program and financial aid office.

Providing false or misleading information shall warrant termination of Higher Education Program funding.

If the student is on probation for a GPA lower than 2.0 or a credit load of less than twelve (12) credits, they will be required to turn in a monthly grade report showing passing grades (2.0 GPA) before their check will be released. If at the end of the initial probationary period the student is still not in compliance with the handbook regulations, their funding will be terminated.

TERMINATION OF STUDENT FUNDING

The Higher Education Program student will be placed on termination status if the student fails to maintain policy minimum requirements in two (2) consecutive quarters/semesters. If terminated, the student must fund their own education through other resources for one (1) quarter/semester and complete 12 credits or more with a 2.00 grade point average or higher, then reapply for funding. The student will be terminated if:

1. Fails to maintain 12 credits or more with a 2.00 grade point average or higher for each term they receive Higher Education Program funding.
2. Fails to submit grade reports/transcripts as required which is two (2) weeks after the term ends and end of school year.
3. Does not follow the institutions academic and financial aid rules and regulations and is suspended by that institution.
4. Fails to notify the Higher Education Program when withdrawing or decreasing credit load below twelve (12) credits. Any student who plans to withdraw from school or decreases their credit load before the end of the quarter/semester must notify the Higher Education Program before withdrawing or decreasing their credit load. The notification must be in writing requesting to withdraw or to decrease their credit load and state the reason(s). In order to receive continuous funding for the following quarter/semester, the documentation must fall under the following:
 - A. Medical Reason – must have a medical statement verifying student should not attend school, dates that student should not attend and must be signed by the student's physician.
 - B. Personal – In letter form describe personal reason(s) such as death in the immediate family causing excessive stress, etc.
 - C. Military – any student that withdraws due to fulfilling obligations to any branch of the military.
 - D. Other reason(s) – the student will be allowed to reapply for funding for the following academic year and will be considered for funding if the student has shown satisfactory progress in school or has paid back the Higher Education Program funding received the quarter/semester of withdrawal.

Failure to notify the Higher Education Program before withdrawing from classes or decreasing credit load below 12 credits will result in termination of funding.

APPEAL SYSTEM

1. A student terminated from the Higher Education will be notified by certified mail.
2. The student may appeal the termination in writing to the Higher Education Program Director within ten (10) calendar days from the date of the termination letter.
3. The director shall rule on the decision within five (5) calendar days of the receipt of the appeal letter.
4. If the termination of funding is upheld by the director, the student may appeal in writing to the Stone Child College President within five (5) calendar days of the director's denial.
5. If the student is not satisfied with the President's decision, they may appeal in writing to the Stone Child College Board of Directors within five (5) calendar days after the President's denial.
6. The Stone Child College Board of Directors shall rule on the decision within thirty (30) calendar days of the receipt of the appeal. The decision of the Stone Child College Board of Directors will be final. Only students have the right to appeal.

APPEAL SYSTEM CHART

All appeals are to be submitted in writing to Stone Child College/Higher Education Program, 8294 Upper Box Elder Road, Box Elder, Montana 59521. Program staff can be contacted at telephone 406-395-4269.

1. Director, Higher Education Program
2. Stone Child College President
3. Stone Child College Board of Directors

FINANCIAL AID OFFICE

1. Submit the Free Application for Federal Student Aid by March 1
2. Student Data Form/Information Form
3. Tribal Enrollment Certification for the Montana Indian Fee Waiver
4. If selected for verification, last year's income tax copies, W-2's, complete verification form
5. Any other application items they require

ADMISSIONS OFFICE

1. Universal Application for Admission or Readmission Application
2. Application Fee is the responsibility of the applicant
3. Official Grade Transcripts, High School and College
4. Immunization Records

5. Any other application items requested by that office

RESIDENCE LIFE

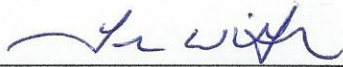
1. Application for Dorm or Family housing
2. Deposit/Fees are the responsibility of the applicant
3. Any other application items requested by the Residence Life

CHILD CARE

Students with children are encouraged to seek available child care and to meet deadlines in applying for individual baby sitters, Day Care Centers, Family Services, etc. Child care is free to all students enrolled at Stone Child College.

REVISIONS OF STUDENT HANDBOOK

I, the undersigned, as Chairman of the Stone Child College Board of Directors of the Rocky Boy's Indian Reservation, Montana, do hereby certify that the Stone Child College Board of Directors is composed of nine (9) members of whom nine (9) members constituting a quorum were present at the meeting thereof, duly and regularly called, noticed, convened and held this 24th day of November 2015 and that the foregoing Higher Education Program Student Handbook was adopted by the affirmative vote of seven (7) for, and zero (0) opposed, and said approved Higher Education Program Student Handbook has not been rescinded in any way.



Signature of Chairman of SCC Board of Directors

11/24/2015

Date

Date:

First Reading:

Revisions:

September 1, 1981

September 1, 1982

September 1, 1983

November 21, 1984

September 27, 1988

May 29, 1990

March 23, 1993

May 29, 1996

January 22, 2002

November 29, 2005

December 22, 2009

August 31, 2010

October 31, 2014

November 24, 2015

HIGHER EDUCATION PROGRAM STUDENT HANDBOOK TEAR-OUT PAGE

I, _____, have read and understand the Chippewa Cree/Stone Child College Higher Education Program Student Handbook. I understand that I must adhere to all policies outlined within the handbook and the institution I attend. I understand that it is my responsibility to submit all required application items to the Higher Education Program before the deadline dates prescribed. I further understand that it is my responsibility only, not my parents, not my spouse, or anyone else. Therefore, any inquiries concerning funding will be made by me and will not be discussed with any of my relatives, friends or in-laws.

Signature of Applicant

Date

Rev 2010
2014