

# CHIPPEWA CREE TRIBE OF ROCKY BOY'S INDIAN RESERVATION



## STONE CHILD COLLEGE ADULT VOCATIONAL TRAINING PROGRAM HANDBOOK

## Table of Contents

INTRODUCTION.....	3
ELIGIBILITY FOR AVT.....	4
APPLICATION PROCESS .....	5
CONTINUING APPLICANTS .....	5
SELECTION OF APPLICANTS.....	5
APPEAL PROCESS FOR DENIED FUNDING .....	5
MAXIMUM MONTHS .....	6
FINANCIAL ASSISTANCE FOR STUDENTS/TRAINEES.....	6
PAYMENT SCHEDULE .....	6
CREDIT LOAD.....	7
GRADES .....	7
PENALTY FOR NOT SUBMITTING GRADES .....	7
PENALTY FOR LATE SUBMISSION OF GRADES .....	7
SUMMER SCHOOL.....	8
TERMINATION OF FUNDING .....	8
APPEAL SYSTEM .....	9
APPEAL SYSTEM CHART .....	9
AVT APPLICANT MUST CONTACT AND COMPLETE FILES WITH:.....	9
ADMISSIONS OFFICE .....	9
RESIDENCE LIFE .....	10
NOTICE .....	10
REVISION OF MANUAL.....	11
ADULT VOCATIONAL TRAINING PROGRAM HANDBOOK TEAR OUT PAGE.....	12

## **ADULT VOCATIONAL TRAINING PROGRAM**

### **INTRODUCTION**

The Chippewa Cree Tribe entered into a Self-Governance Compact Agreement with the United States of America beginning Fiscal Year 1994. On October 1, 1993, the Chippewa Cree Business Committee authorized Stone Child College to administer the Adult Vocational Training Program for the Chippewa Cree Tribe. The Chippewa Cree Business Committee determines the amount to award the Adult Vocational Training Program on an annual basis.

The purpose of the Adult Vocational Training Program is to assist Rocky Boy's Chippewa Cree Tribal members living on the Rocky Boy's Indian Reservation to acquire the job skills necessary for full time satisfactory employment. The program provides for full time institutional training at accredited vocational institutions that offer vocational two year degrees or certificates or trade schools. Tribal members may not receive more than twenty-four (24) months of full time training, however Registered Nursing students may receive no more than thirty-six (36) months of training. This opportunity helps develop their potential and prepare them for employment. Success depends on each tribal member's motivation, dedication, and self-discipline.

This handbook will govern all students/trainees who receive financial assistance from the Chippewa Cree Tribe/Stone Child College Adult Vocational Training Program. Students and trainees are encouraged to write if they would like to see any changes and additions to this handbook. All correspondence should be directed to:

Adult Vocational Training Program  
8294 Upper Box Elder Rd  
Box Elder, Montana 59521  
Telephone (406) 395-4269 ext. 245  
Fax (406) 395-5017

## ELIGIBILITY FOR AVT

1. Must maintain satisfactory progress. If the institution does not have academic standards, the Director of Tribal Scholarship Programs or HEP/AVT Coordinator will evaluate student's academic record to determine if the student has met the minimum grade point average.
2. Must follow the institutional academic, financial, and conduct guidelines.
3. Must not be in federal student loan default and/or not on federal student aid suspension or academic suspension.
4. Priority funding system will be used to determine who will be funded.
  - A. Enrolled Rocky Boy Chippewa Cree Tribal members.
  - B. Must be a resident of the Rocky Boy's Indian Reservation or reside within the boundaries of the Rocky Boy's Indian Reservation.
  - C. High School graduate or successfully completed the GED or the HiSET.
  - D. Attend training in occupational areas designated as potential employment opportunities on or near the reservation community.
  - E. Must be between the ages of 18 and 35 years of age.
5. Priority will also be assigned according to the following criteria:
  1. FIRST PRIORITY – Continuing students/trainees, who received AVT funding the prior quarter/semester, who are renewing their application, to earn their certificate during the upcoming academic year. Provided, the student/trainee has not used up the maximum number of services allowed, and is in good financial aid and academic standing.
  2. SECOND PRIORITY – Students/trainees residing on the Rocky Boy's Indian Reservation who have not received a prior service.
  3. THIRD PRIORITY – New Students/trainees graduating high school seniors who reside on the Rocky Boy's Indian Reservation.
  4. FOURTH PRIORITY – Applicants who have had one prior AVT service in good financial aid and academic standing with the AVT Program and the institution they are attending.
  5. FIFTH PRIORITY – Former AVT recipients who were terminated from the program for not maintaining academic requirements, must verify funding their own education for one quarter/semester and of earning required grades (minimum 2.0 GPA), must not have used up services allowed by program, must be financial aid eligible from the institution they are to attend, and have a complete AVT file.
  6. SIXTH PRIORITY – Late applicants who did not meet the first deadline date of March 31, but, completed their file by the final deadline date of June 30th.

## APPLICATION PROCESS

The application is submitted entirely online at [www.sccprogramsonline.com](http://www.sccprogramsonline.com). If March 31<sup>st</sup> or June 30<sup>th</sup> happen to fall on a holiday or weekend, the deadline will be extended to the following Monday or the next work day. The applicant must upload all of the following application documents before award of funds will be considered:

Submit by March 31<sup>st</sup> – (first deadline date):

1. Application for Adult Vocational Training (AVT) Program
2. Verification that Federal Financial Student Aid has been applied for (PELL grant)

Submit by June 30<sup>th</sup> - (second and final deadline date):

3. Needs Analysis (budget from the financial aid office, at the institution you plan to attend and signed by the financial aid officer)
4. Official Letter of Acceptance (from the admissions office)
5. Chippewa Cree Tribal Enrollment Certification
6. High School Grade Transcripts or Passing GED or HiSET Scores
7. College Grade Transcripts (from all colleges attended)
8. Release Form (signed)
9. Handbook Tear Out Page (signed)
10. Personal Letter of Interest (include major and plans upon completion of training)

## CONTINUING APPLICANTS

Submit by March 31<sup>st</sup>

1. Application for AVT
2. Verification that Federal Financial Student Aid has been applied for (PELL grant)

Submit by June 30<sup>th</sup> (second and final deadline)

3. Needs Analysis
4. College Grade Transcripts (from all colleges attended)

## SELECTION OF APPLICANTS

The Stone Child College Board of Directors approves student/trainee funding. The board considers applicants with completed files only.

## 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 Adult Vocational Training Program, 8294 Upper Box Elder Road, Box Elder, Montana 59521.

1. A student denied funding from the Adult Vocational Training Program 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 Adult Vocational Training 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.

## MAXIMUM MONTHS

AVT funding will not exceed twenty-four (24) months for one training service per tribal member. This means a training period cannot be more that twenty-four (24) months to earn a certificate. AVT funding for Registered Nurse training will be available up to thirty-six (36) months. An extension may be granted by the Stone Child College Board of Directors. Approval will be based on documentation submitted by the student/trainee making request for an extension.

## FINANCIAL ASSISTANCE FOR STUDENTS/TRAINEES

Adult Vocational Training Program awards are supplemental funding and based on "Financial Need." Students/trainees must apply and complete the Federal Student Aid application. Verification that financial aid has been applied for is required and must be submitted to the AVT Program by March 1. It is the applicant's responsibility to make sure that the financial aid application is processed to the PELL Processing Center.

## PAYMENT SCHEDULE

Fall Quarter monthly payments will be October, November, and December.  
Winter Quarter monthly payments will be January, February, and March.  
Spring Quarter monthly payments will be April, May, and June.

Fall Semester monthly payments will be September, October, November and December.

Spring Semester monthly payments will be January, February, March, April, May.

Stone Child College students will receive biweekly checks from the business office on or near the first (1<sup>st</sup>) and fifteenth (15<sup>th</sup>) of each month after turning in satisfactory (minimum 2.0 GPA) grade reports to the AVT Coordinator.

Summer Session monthly payments will be on a case by case basis.

## CREDIT LOAD

The AVT student must carry and earn the following:

1. FRESHMEN must successfully complete 12 credits or more with a 2.00 grade point average or higher per term. A minimum of 9 credits per semester must be core credits in their major with the remaining three credits in elective requirements.
2. SOPHOMORE must successfully complete 13 credits or more with a 2.00 grade point average or higher per term. A minimum of 9 credits per semester must be core credits in their major with the remaining three credits in elective requirements.
3. If an institution does not have the above standards, the Adult Vocational Training Program Director and/or Scholarship Officer will evaluate students' academic record to determine if the students have met a minimum credit load of a "C" or 2.0 grade point average.

## GRADES

Stone Child College AVT scholarship recipients must submit grades biweekly showing a 2.0 GPA before checks will be released.

MIDTERM GRADES – must be submitted before the third monthly payments will be released to the institution for the student/trainee.

GRADE REPORT – must be submitted within two weeks after Fall Quarter/Semester and Winter Quarter ends.

GRADE TRANSCRIPTS – must be submitted within two weeks after Spring Quarter/Semester ends.

## PENALTY FOR NOT SUBMITTING GRADES

If the student does not submit grades, the AVT funds that the student were to receive for the next term will be terminated.

## PENALTY FOR LATE SUBMISSION OF GRADES

If the student/trainee is late submitting grades, the AVT funding will be decreased. Unless, the student/trainee contacts the Scholarship Office staff that the grades will be submitted late. If not on-time, the AVT funding will be decreased according to the number of days they are late.

## SUMMER SCHOOL

Summer School funding (if funds are available) only in the following cases:

Students/trainees who received AVT funding the prior term needing credits/training to graduate at the end of that summer or during the fall term immediately after the funded summer term, or if the necessary classes for graduation are only offered in the summer.

## TERMINATION OF FUNDING

Adult Vocational Training Program funding may be terminated if student/trainee:

1. Fails to maintain the required number of credits and grade point average per class level per term (12 credits as a freshman, 13 credits as a sophomore and minimum 2.0 GPA every term).
2. Fails to submit midterm/current or quarter/semester grades as required. Midterm/current grades must be submitted before the third monthly payment will be released. Quarter/Semester grades must be submitted within two weeks after the end of each quarter/semester.
3. Does not follow the institution's academic and conduct guidelines and is suspended by that institution.
4. A student/trainee who plans to withdraw must notify the Scholarship Office staff before withdrawing of his/her reason for withdrawal. The student/trainee must submit documentation to continue funding the following quarter/semester, if documentation falls under one of the following:
  - A. Medical reasons – must have medical statement verifying student/trainee should not attend school, dates that student/trainee should not be attending, and signed by the student/trainees' physician.
  - B. Personal – in letter form describing personal reason(s) such as death in the immediate family causing excessive stress, etc.
  - C. Military – the student is fulfilling obligations to any branch of the military on active duty or active reserve.
  - D. Other reasons for withdrawal – the student/trainee will be allowed to reapply for Adult Vocational Training Program funds for the following academic year and will be considered for funding if the student/trainee has shown satisfactory progress in school or has paid back/not received funding for quarter/semester of withdrawal.



## APPEAL SYSTEM

1. A student/trainee terminated from the Adult Vocational Training Program will be notified by mail.
2. The terminated student/trainee may appeal in writing to the program director. The appeal to the program director must be within ten (10) calendar days from the date of termination letter.
3. The program director shall rule on the decision within five (5) calendar days from the date of the student/trainee appeal letter.
4. If the termination is upheld by the program director, the student/trainee may appeal to the Stone Child College President within five (5) calendar days from the date of denial letter from the program director.
5. If a student is not satisfied with the college president's decision they may appeal to the Stone Child College Board of Directors, who will rule on the decision within thirty (30) calendar days from the date of the appeal letter from the student/trainee. This decision will be final. Students/trainees only, have the right to appeal.

## APPEAL SYSTEM CHART

- I. Stone Child College Adult Vocational Training Program Director, 8294 Upper Box Elder Rd, Box Elder, Montana 59521, telephone number (406) 395-4269, Fax number (406) 395-5017.
- II. Scholarship Appeal Board:
  1. Director of the Adult Vocational Training Program.
  2. Stone Child College President
  3. Stone Child College Board of Directors

## AVT APPLICANT MUST CONTACT AND COMPLETE FILES WITH

### FINANCIAL AID OFFICE

The AVT applicant must complete the application process for the Financial Aid Office at the institution applicant plans to attend, submit application items such as:

1. Federal Student Aid Application
2. Income Tax Copies from previous year
3. Proof of tribal enrollment
4. Any other items requested by that office

## ADMISSIONS OFFICE

The AVT applicant must complete the application process for the Admissions Office at the institution the AVT applicant plans to attend, such as:

1. Uniform application for admission to an accredited College/Universities
2. Immunization Records
3. Official High School grade transcripts, HiSET or GED scores
4. Official College grade transcripts from all colleges previously attended
5. ACT, SAT, COMPASS or TABE test scores
6. The application fee is the responsibility of the AVT applicant
7. Any other application items requested by the Admissions Office

## RESIDENCE LIFE

1. Application for dorm or family housing
2. Any other items required by the Housing Office
3. Deposits are the responsibility of the AVT applicant

## NOTICE

Adult Vocational Training Program funding is to supplement the student's/trainee's other education/training funding. The AVT funds are not to be considered as the primary source of funding. The AVT applicant must apply for other sources of funding.

## REVISION OF MANUAL

I, the undersigned as Chairman of the Stone Child College Board of Regents of the Rocky Boy's Indian Reservation, Montana, do hereby certify that the Stone Child College Scholarship Board of Directors is composed of 9 members of whom eight (8) constituting a quorum were present at the meeting thereof, duly and regularly called, noticed, convened and held this 26<sup>th</sup> day of August 2016, and that the foregoing Student Handbook was adopted by the affirmative vote of seven (7) for, zero (0) opposed, and that approval of Student Handbook has not been rescinded in any way,

	8/26/2016
Signature of Chairman of SCC Board of Directors	Date

Date:	
First Reading	October 27, 2001
Revised	January 22, 2002
Revised	October 31, 2014
Revised	November 24, 2015
Revised	August 26, 2016

## ADULT VOCATIONAL TRAINING PROGRAM HANDBOOK TEAR OUT PAGE

I, \_\_\_\_\_ have read and understand the Adult Vocational Training Program Student Handbook of the Chippewa Cree Tribe/Stone Child College. I understand that I must adhere to all rules and regulations outlined within the Adult Vocational Training Program and the institution I will attend in order to be considered for funding. I also understand that it is my responsibility to submit all required paper work to the Scholarship Office before the deadline dates prescribed. I understand that if I do receive funding, the funding will be picked up at the Financial Aid Office at the institution I will be attending. I further understand it is my responsibility only (not my parents, spouse or anyone else). Therefore, any inquiries concerning funding will be made by me only and are not to be discussed with any of my relatives, friends or in-laws.

---

Signature of Applicant

Date