



*Revised March 28, 2001*

## Higher Education Policies

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*The mission of the Kotzebue I.R.A. Higher Education Scholarship Program is to financially assist eligible members of the Native Village of Kotzebue with the associated costs of pursuing a degree at an accredited postsecondary educational institution.*

*The Kotzebue I.R.A. Higher Education Scholarship Program is dependent upon the annual Federal budget process. Thus, the amount of finances available for this program varies with appropriations made by the U.S. Congress.*

*The Kotzebue I.R.A. is not obligated to issue a scholarship award to every applicant.*

## **ELIGIBILITY**

*Per 25 Code of Federal Regulations, Section 40*

- o The applicant must be an officially enrolled member of the Kotzebue I.R.A. (K.I.R.A.) As such; the applicant qualifies to receive tribal funding only from the K.I.R.A.
- o The applicant must provide a copy of Certificate of Indian Blood (C.I.B.), indicating at least one-quarter ( $\frac{1}{4}$ ) quantum Alaska Native or American Indian blood. If applicant does not have a C.I.B., one may be obtained from the Enrollment Coordinator at the K.I.R.A. Applicants with at least  $\frac{1}{4}$  quantum Alaska Native or American Indian blood will be given preference over fellow applicants.
- o The applicant must be enrolled at an accredited postsecondary educational institution. Colleges and universities must be accredited by their authorized regional, state and/or national accrediting association. Religious postsecondary educational institutions must be accredited, and course hours must be transferable to three non-religious postsecondary educational institutions. A letter confirming course hour transfer must accompany the application. Tribal postsecondary educational institutions need not be accredited, rather recognized by the Secretary of Education.
- o The applicant must be at least eighteen years of age or obtain guardian or parental authorization.
- o The applicant must prove financial need after financial resources from family contributions, grants, personal contributions, and other scholarships are utilized.
- o The applicant must submit a complete application before the scheduled deadline. All applications received after the posted deadline will be returned to the applicant unopened.

## **APPLICATION PROCESS**

- Step 1: The applicant must complete the application packet and submit all pertinent documents to the Education Coordinator. It is the responsibility of the applicant to ensure the completeness of the application packet and all pertinent documents. Refer to the *required materials* checklist in the H.E. scholarship packet.
- Step 2: The Education Coordinator will review all application packets and submit applicant information to the Education Committee.

Step 3: The applicant will be notified, in writing, of approval or denial of their application. A copy of this letter will be retained in the applicant's file. Scholarship awards will be mailed certified return receipt to the Office of Financial Aid at the institution where the student is enrolled.

### **APPLICATION REQUIREMENTS**

All applications must be complete. Incomplete applications will not be accepted. All applications received after the posted deadline will be returned to the applicant unopened.

Applications may be submitted via facsimile before the scheduled deadline, however original documents must be mailed. Late applications received after the posted deadline will not be accepted. In certain instances, exceptions for late applications are accepted if the Education Coordinator is contacted before the scheduled deadline. Scheduled deadlines are as follows.

Spring Semester	January 1
Summer Semester	May 1
Autumn Semester	August 1

### **FULL-TIME APPLICANTS**

Priority will be given to those applicants enrolled for at least twelve (12) course credit hours at an accredited postsecondary educational institution.

### **PART-TIME APPLICANTS**

Part-time applicant requests are processed in the order received and awards are issued based on the availability of funds. Eligible part-time applicants will receive an award to assist only with the costs of books, fees, and tuition.

### **ACADEMIC REQUIREMENTS**

#### **CONTINUING RECIPIENTS**

Official transcripts from each recipient must be provided for review at the termination of each semester. Recipients will maintain a cumulative Grade Point Average (G.P.A.) of at least 2.0. A passing grade without the numerical value of a letter grade may be established and a calculated G.P.A. of a 'C' average will suffice for the purposes of this requirement.

If a recipient fails to meet the G.P.A. requirement at the termination of the semester, they shall be placed on academic probation. While on academic probation, the recipient must provide an official mid-term progress report signed by each instructor after the start of the

following semester and mail it to: Education Coordinator, Native Village of Kotzebue, P.O. Box 296 Kotzebue, Alaska 99752.

Should the recipient not submit an official progress report at the time specified above or fail to meet the minimum G.P.A. requirements, eligibility to receive funding for the remainder of and following semesters will be relinquished.

### **SCHOLARSHIP AWARDS**

The amount of scholarship awards is based on the availability of funds appropriated by the U.S. Congress. Scholarship awards are distributed to recipients' fairly, with uniformity. Each scholarship award will specify amount per semester.

Recipients qualify for the following, if the Native Village of Kotzebue is funded by the U.S. Congress, based on attendance/enrollment status per semester.

Full Time:	\$1200.00
Part Time:	To cover the cost of books, fees, and tuition.
Academic Probation:	\$600.00 for full time; half of the cost of books, fees, and tuition for part time.

### **RESPONSIBILITIES**

#### **RECIPIENT**

The applicant/recipient must comply with attendance/enrollment requirements, regulations, rules of their postsecondary educational institution, and satisfactorily complete all courses they choose to enroll while maintaining a G.P.A. of at least 2.0 or a 'C' average.

#### **EDUCATION COORDINATOR**

The Education Coordinator must be knowledgeable of all regulations pertaining to the Higher Education Program pursuant to 25 Code of Federal Regulations (C.F.R.) Section 40.

The Education Coordinator shall provide counseling and guidance for first time applicants when necessary. Travel to institutions where a majority of recipients attend to monitor academic progress and provide support will take place contingent upon available funds.

The Education Coordinator shall assist applicants to seek other financial resources, including the Alaska Student Loan, Free Application for Student Aid (F.A.F.S.A.), and other scholarships.

The Education Coordinator shall apply all policies fairly with uniformity, approve or deny scholarship awards, and determine the amount of funding in accordance with the policies stated herein.

## **GRIEVANCES**

Each applicant has the right to dispute any decision made by the Education Committee or Education Coordinator.

The applicant must attempt to resolve the dispute by discussing the issue(s) with the Executive Director of the Kotzebue I.R.A. in person, in writing, or via teleconference. Should the dispute not be resolved, the applicant must request, in writing, a hearing before the Kotzebue I.R.A. Council.

The requested hearing shall take place at the next scheduled Kotzebue I.R.A. Council meeting. This hearing may be held in executive session at the request of the applicant, member(s) of the Council or any other relevant party. The decision rendered by the Kotzebue I.R.A. Council is final.