



**GWE SPO:JA YIWO**  
**Department of Hualapai Education & Training**

PO BOX 179  
460 HUALAPAI WAY  
PEACH SPRINGS, AZ 86434-0179  
PHONE: (928) 769-2200 • FAX: (928) 769-1101

April 13, 2009

RE: Applications

Dear Applicant:

Gamyu! The Hualapai Department of Education & Training (HDET) is please you are interested in continuing your education. The Hualapai Tribe provides different funding opportunities to support your educational endeavor. Attached are the Policies and Procedures for the Financial Need Assistance and Scholarship application. There is also a Hualapai Scholarship Fund and the Hualapai Tribe Teacher Education Program.

If you are a first time applicant we encourage you to read the policies and procedures and become familiar with them. The deadline for the Fall semester is July 1, 2009. It is the student's responsibility to submit all paperwork to the Education Coordinator by the due date. Late applications will not be considered.

Helen Watahomigie, the Education Coordinator, is responsible for receiving all applications and provides recommendations to the HEC. Communicating with students is a priority for the Education Coordinator and the HEC. As stated in the policies, it is the student's responsibility to provide a current mailing address. All paperwork will be mailed to the address on the application until otherwise noted. If a student does not update their address the HDET is not responsible for paperwork being submitted late.

If you have any questions please contact Helen Watahomigie, Education Coordinator, at 928-769-2200, [helenjwata@yahoo.com](mailto:helenjwata@yahoo.com), or Candida Yazzie at 928-864-7442 or [cyazzie@hualapai-nsn.gov](mailto:cyazzie@hualapai-nsn.gov). We look forward to working!

Best,

A handwritten signature in black ink, appearing to read "Candida Yazzie".

Candida Yazzie  
Chairwoman

Hualapai Education Committee

**Department of Hualapai Education & Training  
Check List**

- \_\_\_ 1) APPLICATION (APP) - Complete Department of Hualapai Education & Training (DHET) Application with signed contract and personal letter.
- \_\_\_ 2) CERTIFICATE OF INDIAN BLOOD (CIB) - Original with official seal veri1 legal Hualapai Tribe enrollment. **Required for all first time applicants. Continuing DHET students are not required to resubmit CIB unless there is a legal name change.**
- \_\_\_ 3) TRANSCRIPT(s) (TRX) - Official college, high school transcripts, and/or GED scores. First year applicants must submit final high school transcript with date of graduation. Continuing recipients must submit an official transcript after each semester. Additional transcripts are required from all previous colleges attended.
- \_\_\_ 4) LETFER OF ADMISSION (LOA) - Undergraduate and graduate students must be admitted to a postsecondary Institution accredited by one of six regional accrediting associations as recognized by the Hualapai Tribe. **Graduate applicants** must submit a regular Letter of Admission from the graduate college and the graduate degree program. Continuing students will be required to submit LOA once unless status has changed. Enrollment Verification is required from students who have already submitted a Letter of Admission but have not been funded at least one term. Students who have not attended school for two consecutive semesters will need to submit a re-admission letter from their respective institution.
- \_\_\_ 5) FINANCIAL NEED ANALYSIS (FNA) - Students must complete the Free Application for Federal Student Aid (FAFSA) in accordance with the federal policies. The Hualapai Tribe FNA must be submitted to the Financial Aid Office at your institution every academic year. Upon completion of FNA, the Financial Aid Officer will forward the FNA to DHET. Summer Session(s) FNA's must be submitted separately from Fall/Spring.
- \_\_\_ 6) GRADUATION/DEGREE CHECK LIST - All graduate students must submit a graduation/degree check list for continued funding at the beginning of the academic year. All college Juniors and Seniors must submit a graduation/degree check list for verification of graduation date. It must have your "expected" graduation date and be signed by your advisor.

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**General Eligibility:**

- All applicants must be admitted to a post-secondary institution accredited by one of six regional accrediting associations as recognized by the Hualapai Tribe:

MSA-Middle States Association of Colleges and Schools      NASC-Northwest Association of Schools and colleges  
NCA-North Central Association of Colleges and Schools      SACS-Southern Association of Colleges and Schools  
NEASC-New England Association of Schools and Colleges      WASC-Western Association of Schools and Colleges

- The appropriate accrediting association for highly specialized majors including, but not limited to, the National Architectural Accrediting Board for schools of architecture
- Vocational Institutions approved by the Hualapai Education Committee.

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**Deadlines:**

**Full Time Applicants**

<b>Academic Year</b> (Fall/Winter/Spring)	<b>July 1</b>
<b>Winter/Spring Term only</b>	<b>November 1</b>
<b>Summer Term</b>	<b>April 1</b>

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**Send documents to:**

Hualapai Education Coordinator  
Department of Hualapai Education & Training  
P0 Box 179  
Peach Springs, AZ 86434  
Telephone: 1-928-769-2200  
Fax: 1-928-769-1101

**Department of the Hualapai Education & Training**

**APPLICATION (check one)**

Full-time  Part-time  HSF  Teacher Fund  
 Graduate  Full-time  Part-time

**Term(s) applying for:**

20\_\_ Fall  
 20\_\_ Winter/Spring  
 20\_\_ Summer ONLY

**Send documents to:**

**Hualapai Education & Training, PO Box 179, Peach Springs, AZ 86434**

**Phone # (928) 769-2200**

Not responsible for Hualapai Housing/Hualapai Education Housing Assistance

**Fax # (928) 769-1101**

Date		Applicant Name: (Last)		(First)	(Middle Initial)	(Maiden Name)				
SSN		Are you a Veteran?			Phone No.(s)					
		Yes No			Home		Work			
Mailing Address: If mailing address changes, please contact DHET immediately & provide new address:										
City			State		Zip Code		E-Mail Address			
Census No.			Date of Birth		Marital Status		Gender: (Check one) <input type="checkbox"/> Male <input type="checkbox"/> Female			
Parent / Guardian Name and Address (applicable if under 18 years of age)										
High School or G.E.D. Center (Name & Location)						High School Diploma or G.E.D. received? Month / Year				
Type of High School you Graduate from? (check one) <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> BIA <input type="checkbox"/> Tribal Contract <input type="checkbox"/> Secular <input type="checkbox"/> GED <input type="checkbox"/> Grant										
College or University you will attend: (Name, City, State, Zip)						Type of Term (check one) <input type="checkbox"/> Semester <input type="checkbox"/> Quarter/Trimester				
Type of Degree you will earn while attending college?		Diploma or Certificate		Associates A.A. / A.S. / A.A.S.		Bachelors B.A. / B.S.		Masters M.A. / M.S.		Doctorate Ed.D / M.D. / Ph.D. / J.D.
College Classification (check one) <input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate <input type="checkbox"/> Post-Graduate										
Undergraduate/Graduate (REQUIRED INFORMATION)						Anticipated date of graduation? Month / Year				
Major:						Month / Year				
Graduates ONLY (REQUIRED INFORMATION)						Anticipated date of graduation? Month / Year				
Major:						Month / Year				
My enrollment status will be: (please check one) <input type="checkbox"/> Undergraduate Full-Time 12 credits hours or more <input type="checkbox"/> Graduate Full-Time 9 credit hours or more <input type="checkbox"/> Part-Time (less than Full-Time) 11 credit hours or less for Undergraduate / 8 credit hours or less for Graduate										
Have you received a Hualapai Education Assistance before: If Yes, when and what Institution? Check one: <input type="checkbox"/> Yes <input type="checkbox"/> No										
<b>OFFICE USE ONLY</b>										
Date	Status Code	Fund Code	Award	Fall	Winter	Spring	School	Term	Initial	Initial

Please print legibly and complete all appropriate information

**Department of Hualapai Education & Training**  
**(DHET)**  
***FULL-TIME ONLY***  
**Terms & Conditions**  
**Student Agreement**

Applicant shall submit the following documents to determine eligibility:

1. A completed DHET full-time application.
2. An official Certificate of Indian Blood (CIB) (if not on file).
3. A copy of the Letter of Acceptance into the degree program.
4. Official transcript from all colleges previously attended.
5. An up to date graduation or degree checklist signed by advisor (submitted the beginning of the academic year).
6. A copy of official course registration/schedule for term applying for.
7. Personal letter updating status.

This agreement is entered into for the academic year. The student is entering into an agreement by and between the Department of Hualapai Education & Training, hereinafter referred to as DHET, and student applicant, hereinafter referred to as "Undergraduate or Graduate Recipient".

I, as the **Undergraduate Recipient**, agree to:

1. Attend the institution as stated on the award letter and take the approved required course(s) as recipient of the program;
2. Enroll in courses leading towards specified degree;
3. Take a minimum course load of twelve (12) credit hours each term;
4. Earn a "C" or better in each course funded,
5. Submit official grade report or transcript to DHET no later than thirty (30) working days after the completion of the academic term for continued eligibility;
6. Inform the DHET of any changes in my academic status as a student in the institution.

I, as the **Graduate Recipient** agree to:

1. Attend the institution as stated on the award letter and take the approved required course(s) as recipient of the program;
2. Enroll in course(s) leading towards specified degree;
3. Take a minimum course load of nine (9) credit hours each term;
4. Earn a "B" or better (3.0 gpa) In each course;
5. Submit official grade report or transcript to DHET no later than thirty (30) working days after the completion of the academic term for continued eligibility;
6. Inform the DHET of any changes in my academic status as a student in the Institution;

If and when this application is approved I shall accept and abide by the terms and conditions above and will be bound by the responsibilities and consequences thereof and give permission to DHET to receive my transcripts and financial information.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature (if under 18 years old) \_\_\_\_\_ Date: \_\_\_\_\_

**Department of Hualapai Education & Training**  
**(DHET)**  
***PART-TIME ONLY***  
**Terms & Conditions**  
**Student Agreement**

Applicant shall submit the following documents to determine eligibility:

1. A completed DHET part-time application.
2. An official Certificate of Indian Blood (CIB).
3. A copy of the Letter of Acceptance into the degree program.
4. Official transcript from all colleges previously attended.
5. An up to date graduation or degree checklist signed by advisor.
6. A copy of official course registration/schedule for term applying for.
7. Personal letter updating status.

This agreement is entered into for the academic year. The student is entering into an agreement, by and between the Department of Hualapai Education & Training, hereinafter referred to as DHET, and student applicant, hereinafter referred to as **“Undergraduate or Graduate Recipient”**.

I, as the **Undergraduate Recipient**, agree to:

1. Attend the Institution as stated on the award letter and take the approved required course(s) as recipient of the program;
2. Enroll in courses leading towards specified degree;
3. Take a minimum course load of three (3) credit hours and maximum of nine (9) hours each term;
4. Earn a “C” or better in each course funded,
5. Submit official grade report or transcript to DHET no later than thirty (30) working days after the completion of the academic term for continued eligibility;
6. Inform the DHET of any changes in my academic status as a student in the institution.

I, as the **Graduate Recipient**, agree to:

1. Attend the institution as stated on the award letter and take the approved required course(s) as recipient of the program;
2. Enroll in course(s) leading towards specified degree;
3. Take a minimum course load of three (3) credit hours and maximum of six (6) credit hours each term;
4. Earn a “B” or better (3.0 gpa) in each course;
5. Submit official grade report or transcript to DHET no later than thirty (30) working days after the completion of the academic term for continued eligibility;
6. Inform the DUET of any changes in my academic status as a student in the institution;

If and when this application is approved, I shall accept and abide by the terms and conditions above and will be bound by the responsibilities and consequences thereof and give permission to DHET to receive my transcripts and financial information.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s Signature (if under 18 years old): \_\_\_\_\_ Date: \_\_\_\_\_

Hualapai Tribe Teacher Education Program  
Terms & Conditions  
**Student Agreement**

Applicant shall submit the following documents to determine eligibility:

1. A completed Hualapai Tribe Teacher Education Program pan-time application.
2. An official Certificate of Indian Blood (CIB) (if not on file).
3. A copy of the Letter of Acceptance into the degree program.
4. Official transcript from all colleges/universities previously attended.
5. An up to date graduation or degree checklist signed by advisor.
6. A copy of official course registration/schedule for term applying for.
7. Personal letter updating status.

This agreement is entered into for the academic year. The student is entering into an agreement, by and between the Hualapai Tribe Teacher Education Program hereinafter referred to as HTTEP, and student applicant, hereinafter referred to as **“Undergraduate or Graduate Recipient”**.

I, as the **Undergraduate Recipient**, agree to:

1. Attend the institution as stated on the award letter and take the approved required course(s) as recipient of the program;
2. Enroll in course(s) leading towards teacher certification/licensure through participating college or university;
3. Take a minimum course load of six (6) credit hours and maximum of nine (9) credit hours each term unless it is not possible to do so because I have already taken most of the courses offered;
4. Take a full course load during the summer;
5. Be or become proficient in the Hualapai language and culture;
6. Earn a “C” or better in each course funded
7. Submit official grade report or transcript to DHET no later than thirty (30) days after the completion of the academic term for continued eligibility;
8. Inform DHET of any changes in my academic status as a student in the institution;

I, as the **Graduate Recipient** agree to:

1. Attend the institution as stated on the award letter and take the approved required course(s) as recipient of the program;
2. Enroll in course(s) leading towards teacher certification/licensure through participating college or university;
3. Take a minimum course load of three (3) credit hours and maximum of six (6) credit hours each term;
4. Take full course load of nine (9) credit hours during the summer;
5. Be or become proficient in the Hualapai language and culture;
6. Earn a “B” grade or better (3.0 gpa) in each course;
7. Submit official grade report or transcript to DHET no later than thirty (30) days after the completion of the academic term for continued eligibility;
8. Inform DHET of any changes in my academic status as a student in the institution;

If and when this application is approved, I shall accept and abide by the terms and conditions above and will be bound by the responsibilities and consequences thereof and give permission to DHET to receive my transcripts and financial information.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Department of Hualapai Education & Training (DHET)  
Financial Need Analysis (FNA)**

**STUDENT ONLY**

**TERM(S) APPLYING FOR:**

20 \_\_\_\_ FALL / 20 \_\_\_\_ SPRING SEMESTERS (Have you processed a FAFSA (Free Application for Federal Student Aid)  
 20 \_\_\_\_ FALL / 20 \_\_\_\_ WINTER/SPRING QUARTERS \_\_\_\_ Yes \_\_\_\_ No  
 20 \_\_\_\_ SUMMER SESSION(S) (must be on separate FNA) \*If No, Please complete FAFSA as soon as possible

**STUDENTS NAME:** \_\_\_\_\_ **Send form to:** Hualapai Education & Training  
 P.O. Box 179  
 Peach Springs, AZ 86434

**SOCIAL SECURITY #:** \_\_\_\_\_ **STUDENT ID #:** \_\_\_\_\_

Department of Hualapai Education & Training is not responsible for Hualapai Housing Higher Education Housing Assistance

**Please send FNA form to the Financial Aid Office at the College you plan to attend.**

The Financial Aid Officer shall do the following:

1. Complete each line item under Expenses and Resources.
2. Consider all financial aid, fellowships & special award programs for which the applicant qualifies.
3. Indicate NE (Not Eligible) next to the listed resources for which the applicant does not qualify.
4. FNA must be complete and received by the appropriate DHET office (fax 928-769-1101) by the following deadlines:

<b>FALL/SPRING Semester/Quarter</b>	<b>July 1</b>
<b>WINTER/SPRING Semester/Quarter</b>	<b>November 1</b>
<b>SUMMER SESSION(S)</b>	<b>April 1</b>

Deadline dates: Tuition: \_\_\_\_\_ Dorm: \_\_\_\_\_

<b>EXPENSES:</b>	<b>RESOURCES:</b> *Expected Family Contribution: \$ _____
Tuition/Fees \$ _____	Student/Spouse Contribution \$ _____ PELL \$ _____
Room/Board \$ _____	Parent Contribution \$ _____ LEAP/FSEOG \$ _____
Books/Supplies \$ _____	Veterans Benefits \$ _____ Other Grants \$ _____
Transportation \$ _____	Tuition Waiver \$ _____ FWS \$ _____
Personal \$ _____	Parent PLUS/UNSUB. LOAN \$ _____
Child Care \$ _____	Other LOANS (Specify) _____
Miscellaneous \$ _____	_____
	Other (i.e., I.H.S./GATES) _____

**TOTAL EXPENSES \$**  **TOTAL RESOURCES \$**

**Student need recommended to DHET**   
 (Expenses minus Resources)

Financial Assistance request will cover expenses for the period: \_\_\_\_\_ TO \_\_\_\_\_

Institution Name \_\_\_\_\_ Signature of Financial Aid Officer \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> UNDERGRADUATE STUDENT IS ENROLLED IN AT LEAST 12 CREDIT HOURS AND IS FULL-TIME.   | <input type="checkbox"/> UNDERGRADUATE IS ENROLLED IN LESS THAN 12 CREDIT HOURS AND IS PART-TIME.   |
| <input type="checkbox"/> GRADUATE STUDENT IS ENROLLED IN 9 CREDIT HOURS AND IS FULL-TIME.                  | <input type="checkbox"/> GRADUATE STUDENT IS ENROLLED IN LESS THAN 9 CREDIT HOURS AND IS PART-TIME. |
| <input type="checkbox"/> STUDENT SUSPENDED FROM CAMPUS BASED AND FAILURE TO MAINTAIN SATISFACTORY PROGRESS | <input type="checkbox"/> STUDENT IS IN DEFAULT STATUS ON FEDERAL STUDENT LOANS OR OTHER STUDENT AID |

**TO BE COMPLETED BY THE FINANCIAL AID OFFICER ONLY FOR HUALAPAI STUDENTS**



**Department of Hualapai Education & Training**

P0 Box 179 Peach Springs, Arizona 86434

Ph: (928) 769-2200 Fax: (928) 769-1101

**Dissertation Cost Verification Form**

TO BE FILLED OUT BY STUDENT:

Student's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Student Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

TO BE FILLED OUT BY DISSERTATION COMMITTEE MEMBER:

*The purpose of this form is to verify the Dissertation Budget prepared by the student requesting financial assistance from the Hualapai Tribe. Please answer the following questions.*

1. Does the budget accurately portray cost directly related to the fieldwork or research of the above student's dissertation?  
YES NO
2. Does the budget accurately reflect the time needed for completion of the dissertation?  
YES NO
3. If you answered "NO" to any of the above questions, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Release of Information  
Hualapai Department of Education & Training  
P0 Box 179, Peach Springs, AZ 86434

I \_\_\_\_\_ authorize \_\_\_\_\_  
Name of Student/Applicant Name of Institution

to release financial aid and educational progress records to the Department of Hualapai Education and Training.

Department of Hualapai Education & Training  
Education Supplement/Higher Education/JOM Office  
P0 Box 179  
Peach Springs, AZ 86434-0179  
VOICE: (928) 769-2200 Fax: (928)769-1101

Name of Student: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_  
Applicant/Student Signature Date:

If under 18 years of age Parent/Guardian must Sign below:

I, \_\_\_\_\_ the parent/guardian of \_\_\_\_\_  
\_\_\_\_\_ grant permission to release education information, which include  
Official Transcripts, Financial Aid, and academic progress information to the Department of  
Hualapai Education and Training.

\_\_\_\_\_  
Parent/Guardian Signature Date:

\_\_\_\_\_  
Witness Date:

## DHET/Student Contract

This contract is made and entered into for the academic school year 20\_\_-20\_\_. The student is making application, by and between the Department of Hualapai Education & Training, hereinafter called DHET, and the student applicant, hereinafter called the RECIPIENT.

All APPLICANTS shall adhere to the following deadlines:

Academic Year (Fall, Winter/Spring)	July 1	Application CIB (if not on file), Letter of Admissions (Enrollment Verification), FNA, & Transcript(s), personal letter
Winter/Spring terms only	November 1	Application, CIB (if not on file), Letter of Admissions (Enrollment Verification), FNA, & Transcript(s), personal letter
Summer term	April 1	Application, CIB, Letter of Admissions (Enrollment Verification), FNA, Transcript(s) & Graduation Checklist, personal letter

**The RECIPIENT shall:**

1. Abide by and comply with the specific policies, procedures and eligibility requirements of DHET. Furthermore, the RECIPIENT and/or APPLICANT shall be responsible for understanding his/her rights and responsibilities regarding financial assistance and/or scholarship including the responsibility to be informed of policies herein. (Article 4§13)
2. Sign the application for scholarship and financial assistance and comply with the stated term conditions, and standards to receive the scholarship and/or financial assistance. (Article 6§20)
3. Release their official academic transcript information indicating the most recent academic term grades, graduation date, academic major and type of degree being pursued. (Article 6§21)
4. Immediately report any change in marital status, name, income, enrollment, withdrawal and transfer status to DHET. (Article 4§11). The RECIPIENT who misuses DHET funds shall be denied additional scholarship and/or financial assistance awards for one (1) academic year and shall repay the amount of misused funds. (Article 14§46-47)
5. Notify DHET of his/her graduation date and certificate or degree to be conferred. (Article 4§12)
6. Shall consider other available grants and/or scholarship, such as federal, state, institution aid and private sources, separate from DHET (Article 4§14)
7. Comply with the academic standards outlined in Article 9§30 (a-e), prior to receiving continued funding.

**The DHET shall:**

1. Place an APPLICANT and/or RECIPIENT on probation and issue a probationary award based on the reasons outlined in Article 10§33 (a-f).
2. Disqualify, any student from receiving DHET financial aid or scholarship for the reasons outlined in Article 11§36 (a-d).
3. Determine an APPLICANT ineligible and deny financial assistance and/or scholarship for the reasons outlined in Article 12§39 (a-h).

**Pursuant to Article 6§18, DHET Policies & Procedures, You must Sign and Date this Contract.**

If and when this application is approved, I \_\_\_\_\_, shall accept and abide by the conditions stipulated in the terms above and will be bound by the responsibilities and consequences thereof and give permission to DHET to receive my transcripts and financial information.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (if under 18 years old)

**REQUEST FOR OFFICIAL  
CERTIFICATE OF INDIAN BLOOD**

**First Step: Fill out the following:**

Dear Hualapai Tribe Office of Enrollment:

I am applying to the Department of Hualapai Education & Training (DHET) for financial assistance or scholarship. The DHET required an official Certificate of Indian Blood (CIB). To assist with your effort I am providing the following information:

Applicants Name: \_\_\_\_\_

Census No. \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Legal Spouse's Name: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Mother's Full Name (first and maiden/remarried): \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail my Official CIB to:**

Hualapai Education Coordinator  
Department of Hualapai Education & Training  
PO Box 179  
Peach Springs, AZ 86434  
Telephone: 1-928-769-2200  
Telephone: 1-928-769-1101

**Second Step: Send this form to:**

Hualapai Tribe Office of Enrollment  
PO Box 179  
Peach Springs, AZ 86434  
Telephone: 1-928-769-2216  
Fax: 1-928-769-2343

**CHAPTER ONE  
DEPARTMENT OF HUALAPAI EDUCATION & TRAINING**

**ARTICLE 1. GENERAL INFORMATION/PROVISIONS**

§1. The Department of Hualapai Education & Training purpose is to serve eligible Hualapai people and provide them the opportunity to achieve their educational goals. This opportunity is provided as a privilege with the latest that recipients, upon graduation, will return to the Hualapai Tribe to apply their learning to benefit the continuing development of the Hualapai Reservation.

§2. The Department of Hualapai Education & Training (hereafter referred to as DHET) is the executive entity responsible for the administration of financial aid and academic scholarship programs for the benefit of the Hualapai people.

**§3. DHET will not fully defray the entire cost of attending a post secondary institution requiring the student and parents to bear some financial responsibility.**

§4. In no instance shall financial assistance exceed the maximum amount of:

<b>Financial Need Base Assistance</b>	<b>\$8,500 per/Academic Year</b>
Semester	\$4,250
Quarter	\$2,833
Trimester	\$2,833

<b>Graduate Fund</b>	<b>\$15,000 per/Academic Year</b>
Semester	\$7,500
Quarter	\$5,000
Trimester	\$5,000

<b>Hualapai Scholarship Fund</b>	<b>\$15,000 per/Academic Year</b>
Semester	\$7,500
Quarter	\$5,000
Trimester	\$5,000

§5. There are specific requirements for each scholarship and financial assistance program based on the source of funds. The policies that follow are required to handle applications upon submission and an acceptance of any scholarship and/or financial assistance from the DHET.

§6. Due to the requirements for each scholarship and financial assistance program, these policies will be used for any clarification should issues arise.

**ARTICLE 2. PRIVACY ACT STATEMENT**

§7. All applicant and/or recipient files shall be kept confidential by DHET. In order for DHET to disclose information regarding an applicant, the applicant must submit a signed disclosure statement, specifying the individuals and/or entities to receive the information to DHET.

### **ARTICLE 3. DEFINITIONS**

§8. For purposes relating to the Department of Hualapai Education & Training, the following definitions shall apply to the policies and procedures herein:

(a) **Academic Term:** the duration of one semester, one quarter, one trimester or appropriate amount of summer sessions as required for a specific institution.

(b) **Academic Year** the duration of two (2) semesters, two (2) trimesters, or three (3) quarters including appropriate summer sessions for a specific institution.

(c) **Applicant:** any person who has applied for Hualapai scholarship and/or financial assistance through the DHET.

(d) **Authorized transfer:** official withdrawing from an institution and enrolling in another institution with prior notice given to DHET.

(e) **Award:** upon eligibility and availability of funds, to confer upon an applicant a specified amount of money in scholarship and/or financial assistance for an academic term or academic year.

(d) **Certificate of Indian Blood (CIB):** a certified document issued by the Hualapai Tribal Enrollment Office verifying that an applicant is 1/4 or more Hualapai Indian blood quantum.

(g) **College Developmental Program:** P.L. 93-638 funds are used to assist applicant and/or recipient needing remediation coursework in math, reading and writing to enable the applicants to begin college level courses.

(h) **Applicant Continuing:** an applicant who is no longer a first time applicant; having been awarded a scholarship and/or financial assistance for the preceding academic term and already having a student file on record with the DHET. All applicants qualifying under this definition shall be required to submit an updated DHET Hualapai scholarship application, an updated official transcript and a Financial Need Analysis and shall not be required to resubmit a Certificate of Indian Blood (unless a name change has occurred) or Letter of Admission.

(i) **Contract Funds:** funds provided to the Hualapai Tribe through the Public Law 93-638 contract. The major purpose of the federal financial assistance program is to assist financial need based applicant and/or recipient to pursue their post-secondary education.

(j) **Credit Hour:** a unit of measurement referring to the amount of credit a student receives for completion of one (1) or more courses per academic term. Credit Hours are measured differently according to whether the institution the student is attending is on the semester, quarter, or trimester system. In general, the DHET refers to semester credit hours, whereby one (1) trimester credit hour equals one (1) semester credit hour and one (1) quarter hour equals 66% of a semester credit hour.

(k) **Disqualification:** suspension of funding for one or more academic terms due to violation of the general or specific policies herein, as outlined at Article 11

(l) Graduate Fund: a program which allows a student to maintain their family, community, or career commitments and pursue a Bachelor or Masters degree in their community with the assistance of an adjunct faculty or mentor.

(m) Financial Need Analysis (FNA): a determination of financial need based on the projected cost of education for one academic year minus financial assistance, scholarships, grants, or family contributions.

(n) Financial Need Based: financial assistance funds awarded based on the estimated amount of assistance an applicant will require supplementing the resources theoretically available from that student and his/her family as determined according to the Financial Need Analysis.

(o) Flat Rate: a flat rate for sessions; the rate is limited to tuition fees, books, and supplies.

(p) Freshman: an applicant admitted to a post secondary institution with zero to thirty (30) semester credit hours or equivalent amount of quarter or trimester credit hours.

(q) Full Time Graduate Student an applicant and/or recipient enrolled in a masters program and carrying nine (9) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term; or enrolled and carrying nine (9) or more credit hours during an eight (8) week summer session or twelve (12) credit hours during two five (5) week summer sessions; or enrolled in summer session internships/externships considered full time by the institution, but which are less than the prescribed credit hour thresholds, except as otherwise provided herein.

(r) Full Time Undergraduate Student: an applicant and/or recipient pursuing an associate or baccalaureate degree and carrying twelve (12) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term; or enrolled and carrying nine (9) or more credit hours during an eight week summer session or twelve (12) credit hours during two five week summer sessions; or enrolled in summer session internships/externships considered full time by the institution, but which are less than the prescribed credit hour thresholds, except as otherwise provided herein.

(s) Graduate Applicant: an applicant and/or recipient that has already obtained a baccalaureate degree and is pursuing a graduate degree. All applicants qualifying under this definition shall be required to submit a Regular Letter of Acceptance to the graduate program of study in addition to a Regular Letter of Admission from the graduate university. Further, graduate applicant and/or recipients shall be subject to all DHET application requirements, with the exception of the Financial Needs Analysis.

(t) Ineligibility: a determination made by Hualapai Education Committee that an applicant and/or recipient will not be granted funding due to failure to comply with general or specific policies herein, as outlined at Article 12.

(u) Junior: an applicant and/or recipient enrolled in college/university with a total of sixty (60) to eighty-nine (89) semester credit hours, or equivalent amount of quarter or trimester credit hours, towards a specific major.

(v) Hualapai Tribal Council: a body that performs oversight and hears applicants' appeals of financial assistance and scholarship grievances that cannot be resolved administratively.

(w) Hualapai Education Committee: The Hualapai Education Committee serves to assist in the administration of the Hualapai Tribe Higher Education Grant and the P.L. 93-638. The Committee is responsible with the selection of students for the award(s) and maintaining the standards of the award and processes of the program consistent with established operating procedures.

(x) Hualapai Education Program Funds: General funds, including Gaming Funds and other trust fund proceeds, appropriated by the Hualapai Tribal Council each fiscal year.

(y) Official Transcript: An official transcript is one received from the issuing institution. It must bear the institution's seal, date issued, and an appropriate signature. Transcripts received that do not meet these requirements will not be considered official and will be routinely rejected for any permanent use.

(z) Unofficial Transcript: Records that may have been in the hands of the student such as copies of transcripts, letters of recommendation, grade reports, diplomas, or graduation lists are not official.

(aa) Part-time Graduate Student: an applicant and/or recipient enrolled in a master's program — carrying a minimum of three (3) semester credit hours to a maximum of eight (8) credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term depending on credit hour amounts prescribed by the institution attending and program choice.

(bb) Part-time Undergraduate Student: an applicant and/or recipient pursuing a baccalaureate degree and carrying a minimum of three (3) semester credit hours to a maximum of eleven (11) semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term.

(cc) Post-Graduate Applicant an applicant and/or recipient pursuing a medical, veterinary, doctoral, or education terminal degree. Applicants and/or recipients qualifying under this definition shall be subject to the same DHET application requirements as for graduate applicant and/or recipient.

(dd) Probation: failure to comply with the academic standards prescribed at Article 9, resulting in possible disqualification within academic term funded, if academic performance does not improve within academic term funded.

(ee) Probationary Award: an award to an applicant and/or recipient who has failed to maintain the required academic standards, under the condition that he or she regains satisfactory academic standards within the academic term funded in compliance with Article 9.

(ff) Recipient: an applicant who is awarded financial assistance and/or scholarship from DHET.

(gg) Remedial Course: course that teaches skills that are needed to succeed in college courses, classes below a 100 level. These skills are in the areas of math, writing, reading, etc.

(hh) Scholarship: an academic award based on academic merit. For incoming freshman exceptional ACT or SAT tests scores, a high cumulative grade point average and proficiency in Hualapai language and advanced placement courses are required for the Hualapai Scholarship Fund program. For continuing students to receive the Hualapai Scholarship Fund, applicant must have an overall 3.0 cumulative grade point average of twenty four (24) college credit hours with no remediation or repeated courses accepted (known as the 24/3 rule).

(ii) Senior: an applicant and/or recipient enrolled in college/university with a total of ninety (90) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, towards a specific major.

(jj) Sophomore: an applicant and/or recipient enrolled in college/university with a total of thirty-one (31) to fifty-nine (59) semester credit hours, or equivalent amount of quarter or trimester credit hours.

(kk) Student: an applicant and/or recipient currently enrolled and attending a high school preparatory institution, a post-secondary institution, a graduate school/college or a vocational institution.

(ll) Unauthorized transfer: withdrawing from the institution named on the DHET award letter and enrolling in another institution not specified on said award Letter, without prior notice given to DHET.

(mm) Undergraduate Applicant: A post-secondary applicant and/or recipient pursuing an associate or baccalaureate degree. Applicant and/or recipient qualifying under this definition shall be subject to all DHET application requirements.

(nn) Unmet Need: based on applicant or applicants' family contribution and institution grant/aid there exists an amount of funds insufficient to meet the applicant's educational expenses.

(oo) Vocational Program: P.L.93-638 funds used to award applicants pursuing an Associate of Applied Science degree or a Vocational Certificate at a regionally accredited institution.

#### **ARTICLE 4. RESPONSIBILITIES OF THE APPLICANT**

§9. The applicant or recipient shall abide by and comply with the specific policies, procedures and eligibility requirements of the Department of Hualapai Education & Training. These requirements shall include, but are not limited to, submitting verification of enrollment, providing results of test scores, official transcripts, personal letter, and financial needs analysis, obtaining other available funding, and completing the application in accordance with the established deadlines in Article 7, Section 26 herein.

§10. The applicant or recipient shall comply with requirements of the institution admitted to attend or attending. These shall include, but are not limited to, gaining acceptance for admission and arranging and accepting responsibility for housing.

§11. The applicant or recipient shall fulfill his/her academic obligations and comply with all applicable laws, policies, rules, regulations and procedures of the Hualapai Tribe, Federal, State, and Private scholarship and financial assistance programs from which the applicant receives funds.

§12. The applicant or recipient shall immediately notify the DHET upon declining any Hualapai scholarship and/or financial assistance award in writing.

§13. The applicant or recipient shall immediately report any change in marital status, name, income, address, enrollment, withdrawal, transfer status, and any difficulties during semester, trimester, and/or quarter to the DHET

§14. The applicant or recipient shall notify the DHET of his or her graduation date and certificate or degree to be conferred.

§15. The applicant or recipient is responsible for understanding his/her rights and responsibilities regarding financial assistance and/or scholarship including the responsibility to be informed of policies and procedures herein.

§16. The applicant or recipient shall consider other available grants and/or scholarships, such as federal, state institution aid; and private sources separate from DHET.

#### **ARTICLE 5. PLEDGE OF SERVICE TO THE HUALAPAI TRIBE**

§17. The purpose of the Pledge of Service is for college graduates to apply their acquired skills, training and knowledge to assist the Hualapai Tribe with the intent that recipients, upon graduation, may return to the Hualapai Tribe to apply their learning to benefit the continuing development of the Hualapai Reservation.

### **CHAPTER TWO**

#### **GENERAL POLICIES AND PROCEDURES APPLICABLE TO ALL OFFICE OF HUALAPAI EDUCATION AND FINANCIAL ASSISTANCE PROGRAMS**

#### **ARTICLE 6. GENERAL ELIGIBILITY**

§18. General eligibility criteria shall apply to all scholarship and financial assistance programs identified herein, in addition to the special eligibility criteria specific to each program.

§19. All applicants shall be a legally enrolled member of the Hualapai Tribe.

§20. All applicants shall be officially and fully admitted to a post-secondary institution accredited by one of the following regional accrediting associations:

- (a) MSA-Middle States Association of Colleges and Schools.
- (b) NEASC-New England Association of Schools and Colleges.
- (c) NCA-North Central Association of Colleges and Schools.
- (d) NASC-Northwest Association of Schools and Colleges.

- (e) SACS-Southern Association of Colleges and Schools.
- (f) WASC-Western Association of Schools and Colleges.
- (g) The appropriate accrediting association for highly specialized majors including but not limited to, the National Architectural Accrediting Board for schools of architecture.
- (h) Vocational Institutions approved by the Hualapai Education Committee.

§21. All Hualapai scholarship and financial assistance funds shall be provided upon availability of funds.

§22. All applicants shall sign the application for scholarship and financial assistance with the stated terms, conditions, and standards to receive the scholarship and/or financial assistance.

§23. All applicants shall release their official academic transcript information indicating the most recent academic term grades, graduation date, academic major, and type of degree being pursued.

§24. All applicants shall not have any outstanding debts to the DHET and Financial Assistance Programs. Specifically, all applicants shall not be on withdrawal status without justification, thereby owing money to the DHET, or be disqualified from participation in any DHET program, pursuant to Article 11.

§25. All eligible applicants who are veterans of the military service and/or are physically disabled shall be deemed a priority for scholarship and/or financial assistance.

**ARTICLE 7: DEADLINES FOR SCHOLARSHIPS AND FINANCL4L ASSISTANCE APPLICATIONS**

§26. All applicants and/or recipients shall comply with the following deadlines.

(a) All DUET applications, Letter of Admissions, Official Certificate of Indian Blood (submit once with first application), Financial Needs Analysis, Official Transcripts, personal letter, and Graduation Checklist to be received by DHET for the following terms:

Fall Semester/Quarter/Trimester	Begin May 1	End July 1
Winter/Spring Semester/Quarter/Trimester	Begin October 1	End November 1
Summer Sessions	Begin March 1	End April 1

\*Enrollment Verifications will be requested from students who have already submitted a Letter of Admission but either have not attended or been funded at least one term. The letter shall include the following information: most current enrollment status, any academic deficiencies and/or conditions, and admission status. Students who have not attended school for two consecutive semesters will need to submit a re-admission letter from their respective schools even if they previously turned in a letter of admission.

§27. All continuing applicants or recipients shall comply with the above deadlines except for transcript submission. All continuing applicants shall submit their grade reports and transcripts to the DHET no later than thirty (30) working days after the completion of the academic term.

**ARTICLE 8. DEADLINES FOR SCHOLARSHIP AND FINANCIAL ASSISTANCE AWARDS/DENIALS**

§28. The DHET shall review applications and determine eligibility for awards or denials in a timely manner.

(a) The Hualapai Education Committee, (hereafter referred to as HEC) shall determine eligibility for scholarship and financial assistance within fifteen (15) working days after the deadline specified in Article 7.

§29. The DHET shall notify an applicant within five (5) working days after determination. If eligible and funds are available, the Hualapai Education Coordinator shall notify an applicant by issuing an awards letter.

(a) The Hualapai Education Coordinator shall notify an applicant of ineligibility or denial in writing, within ten (10) working days after determination. The letter shall contain the following:

(i) Applicant's full name, census number, student identification number, and institution attending.

(ii) Citation of general and/or specific provisions of DHET policies alleged to have been not complied with and/or violated.

(iii) A brief statement of facts regarding the alleged violation, including the academic terms violation occurred.

**ARTICLE 9. ACADEMIC STANDARDS; FUNDING PERIODS; STANDARDIZED GRADING**

§30. All continuing recipients shall comply with one of the following academic standards prior to receiving continued funding:

(a) For full time undergraduate financial assistance:

(i) Academic Term: Earn twelve (12) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, with a term grade point average (GPA) of 2.00 or higher, except students taking remedial courses. **Undergraduate students shall be allowed to take a maximum of twelve (12) credit hours of remedial courses, six (6) credit hours per academic term, including 100 levels and below courses, within ten (10) semesters or equivalent.**

(ii) Eight Week Summer Session: Earn nine (9) or more credit hours, or enrolled in summer session considered full time by the institution, with a term GPA of 2.00 or higher; and

(iii) Five Week Summer Session: Earn six (6) or more credit hours, or enrolled in summer session considered full time by the institution, with a term GPA of 2.00 or higher.

(b) For full time graduate or post-graduate financial assistance:

(i) Academic Term: Earn nine (9) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, with a term GPA of 3.00 or higher,

(ii) Eight Week Summer Session: Earn nine (9) or more credit hours with a term GPA of 3.00 or higher; and

(iii) Five week Summer Session: Earn six (6) or more credit hours with a term GPA of 3.00 or higher.

(c) For Hualapai Scholarship Fund:

(i) Academic Term: Earn twelve (12) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, with a term GPA of 3.00 or higher;

(ii) Eight Week Summer Session: Earn nine (9) or more credit hours, or enrolled in summer session considered full time by the institution, with a term GPA of 3.00 or higher; and

(iii) Five Week Summer Session: Earn six (6) or more credit hours, or enrolled in summer session considered full time by the institution, with a term GPA of 3.00 or higher.

(d) Part-time undergraduates shall earn a GPA of 2.00 or higher for each course per academic term funded to be considered for continued eligibility.

(e) Part-time graduates shall earn a GPA of 3.00 or higher for each course per academic term funded to be considered for continued eligibility.

§31. HDET shall award financial assistance and/or scholarship to applicants for the following maximum number of academic terms:

(a) Undergraduates: Ten (10) semesters or fifteen (15) quarters;

(b) Graduates: Five (5) semesters or seven (7) quarters;

(c) Law Students: Six (6) semesters;

(d) Post-Graduates: Six (6) to eight (8) semesters or nine (9) to twelve (12) quarters;

(e) Two Year Institutions: Five (5) academic terms or sixty-four (64) semester credit hours, or equivalent amount of quarter or trimester credit hours, except for community college students receiving **Developmental Studies Program** funds.

(t) Part-time Undergraduates: Fifty (50) semester credit hours, or equivalent amount of quarter or trimester credit hours; and

(g) Part-time Graduates: Seventy (70) semester credit hours, or equivalent amount of quarter or trimester credit hours.

§32. A four-point scale shall be used to determine term grade point averages. Grades submitted on any other scale shall be standardized to the four-point scale with consideration given to Honors, Advanced or Gifted status.

## **ARTICLE 10. PROBATION**

§33. The DHET shall place a recipient on probation and issue a probationary award for any of the following reasons:

- (a) The recipient repeated courses within the minimum twelve (12) credit hours from previous academic terms while receiving financial assistance and/or scholarship from the DHET.
- (b) The undergraduate recipient did not earn enough credit hours according to applicable academic standards during the last academic term and/or completed said term with a grade point average between 1.00 to 1.99 GPA.
- (c) A Hualapai Scholarship Fund recipient who fails to comply with academic standards according to Article 9, §30(c) and Article 19, §62 (a).
- (d) A Graduate Funds recipient who fails to comply with academic standards according to Article 9, §30 (c) and Article 21, §69.
- (e) The recipient earning a grade point average of less than 1.00 shall be interviewed and counseled by the HEC to determine whether the reason(s) given is justifiable. If the reason(s) is justifiable, the recipient shall be placed on probation.
- (f) The recipient who officially or unofficially withdrew from college or university shall be interviewed and counseled by the HEC to determine whether the reason(s) given is justifiable. If the reason(s) is justifiable, the recipient shall be placed on probation.
- (g) The recipient who transferred to an institution other than the one specified on the award letter, without prior notification to the Hualapai Education Committee shall be subsequently placed on probation.

§34. The student placed on probationary status shall be reinstated to good standing upon compliance with the applicable academic standards pursuant to Article 9, §30 and Article 19, §62 for Hualapai Scholarship Fund recipient.

§35. The student placed on probationary status shall submit to the HDET an official copy of the academic transcript or grade report indicating credit hours and GPA earned no later than thirty (30) working days after the end of the last academic term funded.

## **ARTICLE II. DISQUALIFICATION**

§36. The HEC shall disqualify any student from receiving Hualapai Tribal financial assistance and/or scholarship for any of the following reasons:

(a) During the last academic term completed, for which the recipient was awarded financial assistance under probationary status the recipient did not comply with the applicable academic standards in accordance with Article 9, §30 herein and Article 19, §62 for Hualapai Scholarship Fund recipients.

(b) The recipient repeated courses during the last academic term completed while on probation.

(c) The recipient falsified information to obtain scholarship and/or financial assistance, in which case the disqualified applicant and/or recipient shall provide copies of returned check(s) and return any unused monies to the HDET. The disqualified recipient shall repay all funds not returned prior to being funded again.

(d) The recipient on probation officially or unofficially withdrew from school without justification, in which case the disqualified recipient shall provide copies of returned check(s) and return any unused monies to the HDET.

§37. The disqualified student reapplying for funding shall submit to the HDET an official copy of the academic transcript or grade report, for all terms attended, indicating credit hours and grade point average earned no later than thirty (30) working days after the end of the last academic term attended.

§38. The disqualified student shall be reinstated to probationary status provided that the student earns twelve (12) or more new credit hours with a GPA of 2.00 or higher without utilizing Hualapai Scholarship and/or financial assistance funds.

## **ARTICLE 12. INELIGIBILITY OR DENIAL FOR SCHOLARSHIP AND FINANCIAL ASSISTANCE**

§39. The HEC shall determine a recipient ineligible and deny scholarship and/or financial assistance for any of the following reasons:

(a) The recipient is ineligible and/or failed to comply with general or specific policies herein.

(b) The recipient is requesting additional funds toward a second undergraduate, graduate or postgraduate degree at the same level, with the exception of those recipients requesting funding for teacher training and double majors, pursuant to Article 13, §45.

(c) The recipient has not declared an undergraduate major after the completion of his or her first academic year.

(d) The recipient, on probation or having been previously disqualified, did not submit required documents within the thirty (30) working days limitation, pursuant to Article 10 §35 and/or Article 11 §37.

(e) The scholarship and/or financial assistance funds have been depleted. Continuing and eligible recipients who were denied due to lack of funds shall be deemed a priority upon availability of funds.

(f) The recipient exceeded the maximum number of funding periods pursuant to Article 9, §31 herein.

(g) The recipient applied incomplete grades towards earning appropriate credit hours.

### **ARTICLE 13. RESTRICTIONS ON USE OF ALL HUALAPAI SCHOLARSHIP AND FINANCIAL ASSISTANCE**

§40. The recipient shall not use the scholarship and/or financial assistance funds to pay for tuition, travel or per diem expenses relating to short term workshops, conventions, or conferences; non-credit courses, short term make-up courses, professional examinations or membership dues to professional associations, without prior approval by HEC.

§41. Use of all Hualapai scholarship and financial assistance funds shall be restricted to the fifty (50) states unless a recipient resides in a foreign county due to military service or unless foreign studies are a requirement of a recipient's major.

§42. All recipients shall attend the institution specified on the Award Letter. A recipient shall not transfer from the institution specified on the award letter without prior notification to the HEC.

§43. Upon prior approval by the HEC, Hualapai scholarship, and financial assistance funds may be awarded to help supplement a recipient who has demonstrated financial need.

§44. All recipients shall only utilize Hualapai Tribe scholarship and financial assistance to cover direct educational expenses, limited to tuition fees, book fees, lab fees, housing, meals, and transportation necessary to support the student attending a college, university or vocational school.

§45. All recipients shall pursue one degree at the undergraduate, graduate and post-graduate level. A recipient may pursue double degrees at the bachelor's and associate level, provided that the additional degree is at no added cost to the Hualapai Tribe.

### **ARTICLE 14. MISUSE OF ANY HUALAPAI SCHOLARSHIP AND FINANCIAL ASSISTANCE FUNDS**

§46. The recipient of a Hualapai Scholarship and/or financial assistance who misuses said funds shall be denied additional scholarships and/or financial assistance awards for one (1) academic year (24 credit hours) and shall repay the total amount of misused funds.

§47. The following shall constitute misuse of any Hualapai Tribe scholarship and financial assistance program monies:

(a) Violating any of the enumerated restrictions provided in Article 13.

(b) Using any Hualapai Tribe scholarship and/or financial assistance funds to repay any past due debts and/or loans.

### **ARTICLE 15. APPEAL PROCEDURES**

§48. The policy of the DHET is to provide a process for any student to communicate and resolve their Hualapai scholarship and/or financial assistance concerns and complaints. The HEC shall make every

administrative effort to correct all concerns and complaints by any applicant or recipient administratively. The following shall be the Hualapai scholarship and/or financial assistance appeal process and shall apply to all DHET programs:

(a) The appealing party shall file or post mark a written appeal with the DHET within twenty (20) working days after postmarked date of the award/denial letter; the written appeal shall contain the following information:

(i) The full name, address, and student identification number of the applicant making the appeal; and

(ii) A clear and concise statement of the facts, pertinent dates, complaint to be considered and supporting documents with a phone number or email address for DHET to contact appellant.

(iii) The letter requesting appeal shall be directed to:

Hualapai Education Committee  
Department of Hualapai Education & Training  
P.O. Box 179  
Peach Springs, Arizona 86434

(b) The applicant or recipient requesting appeal may, at any time during the appeal process, seek a representative or legal counsel in reference to said process, at his or her own expense.

(c) Upon receiving the letter requesting an appeal, the HEC shall contact the student/appellant by telephone, letter or email to attempt resolution within ten (10) working days of receiving the letter requesting appeal.

(d) If HEC does not conduct a conference within the specified ten (10) working days, the appealing party automatically wins by default contingent upon the availability of funds.

(e) If a conference is held, yet there is still no resolution, the appellant's file shall be forwarded to the Hualapai Tribal Council within five (5) working days.

(f) The Hualapai Tribal Council shall convene a hearing at the most convenient time for both parties.

(g) The student/appellant must receive notification of the scheduled hearing date five (5) working days prior to the hearing.

(h) The Hualapai Tribal Council will determine whether facts exist which constitute any violation(s) or noncompliance of any requirements, restrictions, prohibitions, or other provisions of the HDET Policies and Procedures.

(i) The Hualapai Tribal Council may dismiss any request for an appeal, which lacks sufficient facts to constitute a violation of noncompliance with the DHET Policies and Procedures.

(j) The Hualapai Tribal Council may reverse any decision by the HEC if said decision is found by the Hualapai Tribal Council to be in violation of or noncompliant with any requirements, restrictions, prohibitions, or other provisions of the DHET.

(k) The student/appellant must submit a consent form to release his/her information to the Hualapai Tribal Council prior to the scheduled hearing.

(l) Neither the appealing applicant or recipient nor any DHET staff or HEC member shall contact any Hualapai Council member or designee regarding the appeal prior to a scheduled meeting, without the other party to the appeal being present

(m) The decision of the Hualapai Tribal Council will be issued no later than two (2) working days after the appeal is heard.

**CHAPTER THREE**  
**HUALAPAI EDUCATION AND FINANCIAL ASSISTANCE PROGRAMS**  
**SUBCHAPTER ONE: PL 93-638 CONTRACT FUNDS**  
**(FL 93-638)**

**ARTICLE 16. FINANCIAL NEED BASED ASSISTANCE (Higher Education Grant)**

§49. Purpose:

The financial need based assistance shall assist eligible Hualapai recipients determined to have a financial need according to the Financial Need Analysis (FNA). Financial Need Based Assistance uses PL 93-638 funds first; and upon P.L. 93-638 fund depletion, utilizes other educational fund or gaming fund sources.

§50. Hualapai Tribe Priorities:

P.L. 93-638 undergraduate funds shall be awarded for enrollment by entering freshmen in preparatory courses, pre-college orientation sessions, other pre-college remedial or enrichment courses (including high school post-graduate programs) and the Hualapai Scholarship Fund and College Developmental Studies Program.

§51. Eligibility:

(a) The recipient shall pursue an Associate or Bachelor's Degree.

(b) The recipient shall be enrolled h or part-time, pursuant to the applicable academic standards in Article 9, §30.

§52. Program Guidelines:

(a) Funding for this program shall be based on demonstrated financial need of the recipient, based on the estimated amount of assistance a recipient will require to supplement the resources available from that student and his/her family as determined according to the FNA.

**(b) The recipient accepted into remedial college level courses shall be eligible to take remedial courses up to a maximum of twelve (12) semester credit hours, or equivalent, within ten (10) semesters or equivalent, upon recommendation by his/her academic counselor at the Institution attending. Only Undergraduate students shall be allowed to take a maximum of twelve (12) credit hours of remedial courses, six (6) credit hours per academic term, including 100 level and below courses, within ten (10) semesters or equivalent.**

(c) All recipients to DHET shall be awarded on a financial need basis, except for those students participating in programs specifically awarded by other means, such as the "Hualapai Scholarship Fund" academic high achievement program and/or those students attending an institution, which has a negotiated **Flat Rate** Funding agreement with the Hualapai Tribe.

## **ARTICLE 17. COLLEGE DEVELOPMENTAL STUDIES PROGRAM**

### **§53. Establishment and purpose:**

The College Developmental Studies Program is hereby established to provide recipients with the opportunity to adequately prepare for college by offering developmental studies to improve deficiencies in math, reading, writing skills and enabling applicants to proceed into college level courses. The College Developmental Studies Program is based solely on need and uses P.L.93-638 funds specifically.

### **§54. Hualapai Tribe Priorities:**

Local community colleges shall receive priority for consideration of funding.

### **§55. Eligibility:**

- (a) The recipient shall be enrolled full-time or part-time in a post secondary institution.
- (b) The institution in coordination with DHET staff shall determine the need for developmental studies upon an evaluation and placement testing. Upon determination, the institution shall immediately refer the applicant for developmental studies identifying the specific area of deficiency.
- (c) The recipient shall be enrolled in one or more remedial courses each term.
- (d) The recipient shall comply with DHET application procedures and deadlines.

### **§56. Program Guidelines:**

- (a) Funding for this program shall be based on demonstrated financial need of the recipient.
- (e) **The recipient accepted into remedial college level courses shall be eligible to take remedial courses up to a minimum of twelve (12) semester credit hours, or equivalent, within ten (10) semesters or equivalent, upon recommendation, by his/her academic counselor at the institution attending. Only Undergraduate students shall be allowed to take a minimum of twelve (12) credit hours of remedial courses, six (6) credit hours per academic term, including 100 level and below courses, within ten (10) semesters or equivalent.**

## **ARTICLE 18. VOCATIONAL EDUCATION PROGRAM**

### **§57. Establishment and purpose:**

The Vocational Education Program is hereby established to assist eligible Hualapai students pursuing an Associate of Applied Science or Vocational Certificate at a regionally accredited institution. The Vocational Education uses P.L. 93-638 funds based on financial need.

### **§58. Eligibility:**

Approved and amended 4/13/09

- (a) Recipients will comply with DHET application procedures and deadlines
- (b) Recipients shall be enrolled full-time in a regionally accredited institution.
- (c) Vocational Institutions must be approved by the HEC.

§59. Program Guidelines:

- (a) Funding for this program shall be based on demonstrated financial need of the recipient.
- (b) A course checklist will be submitted along with the application for monitoring purposes.

**ARTICLE 19. HUALAPAI SCHOLARSHIP FUND**

§60. Purpose:

The Hualapai Scholarship Fund program is established to recognize and award undergraduate students with high cumulative GPA and test scores. The Hualapai Scholarship Fund program uses P.L. 93-638 funds specifically.

§61. Hualapai Tribe Priorities:

**Priorities are to educate Hualapai Tribal members.**

§62. Special Eligibility:

- (a) The recipient shall be eligible to receive Hualapai Scholarship Funds upon availability of funds and upon meeting any of the following:

- (i) High school graduate admitted to a post secondary institution with a minimum ACT (SAT scores will be converted) composite score in combination with a minimum cumulative GPA, as shown in Table 1.

Table 1:  
Hualapai Scholarship Fund Eligibility

<u>GPA</u>	<u>ACT</u>
3.8-4.00	21
3.7	22
3.6	23
3.5	24
3.4	25
3.3	26
3.2	27
3.1	28
3.0	29-36

In addition, all recipients for the Hualapai Scholarship Fund shall meet or exceed their particular state-of-residency's State Educational Requirements for regular university admissions.

(ii) A full-time undergraduate student, having completed twenty-four (24) semester credit hours, or equivalent amount of quarter or trimester credit hours, with a 3.00 GPA based on college-level graded courses.

(iii) A Hualapai Scholarship Fund recipient that maintains a 3.00 GPA and earns no less than twelve (12) semester credit hours or equivalent amount of quarter or trimester credit hours, based on college-level graded courses for each academic term, shall be eligible to receive the Hualapai Scholarship Fund for the next academic term.

(b) All Hualapai Scholarship Fund recipients must apply for other available grants and/or aid, including institution aid and federal financial aid, separate from DHET.

(c) The recipient shall be enrolled as a full-time undergraduate student.

**§63. Program Guidelines:**

(a) The amount of Hualapai Scholarship Fund award per academic year will not exceed \$15,000 per academic year; \$7,500 per semester, \$5,000 per quarter, and \$5,000 per trimester.

(b) Any Hualapai Scholarship Fund recipient who fails to maintain the academic standards pursuant to Article 9, §30 (b) and Article 19, §62 shall be placed on probation, for one academic term.

(c) Any Hualapai Scholarship Fund recipient who fails to comply with the academic standards pursuant to Article 9, §30 (b) and Article 19, §62 during the probation period shall be disqualified from only the Hualapai Scholarship Fund Program and shall not be eligible for continued Hualapai Scholarship Funds until the recipient complies with the required academic standards.

(d) All scholarship recipients shall pursue a degree program leading to a Bachelor's Degree.

**SUBCHAPTER TWO: HUALAPAI TRIBE FUNDED PROGRAMS  
(General Fund & Gaming)**

**ARTICLE 20. HUALAPAI TRIBE FUND FOR VOCATIONAL EDUCATION**

**§64. Purpose:**

The Hualapai Tribe Fund for Vocational Education is to help Hualapai students wishing to attend vocational education institutions.

**§65. Hualapai Tribe Priorities:**

Funds shall be prioritized for local community colleges and Vocational Certificate Programs.

**§ 66. Program Guidelines**

The HEC shall have oversight authority over said distribution. The Hualapai Tribe Fund for Vocational Education shall be distributed to the colleges or universities.

## **ARTICLE 21. HUALAPAI TRIBE GRADUATE FUND**

### **§67. Establishment and Purpose:**

The Hualapai Tribe Graduate Fund is to provide financial assistance in the form of grant awards to eligible Hualapai students wishing to attend or attending graduate school, utilizing the Hualapai Tribe Graduate Fund.

### **§68. Hualapai Tribe Priorities:**

**Priorities are to educate Hualapai Tribal members.**

### **§69. Eligibility:**

(a) The graduate recipient shall be a full-time or part-time graduate student and submit a Regular Letter of Acceptance into the graduate program of study, and a Regular Letter of Admission from the graduate school.

(b) The graduate recipient shall pursue only one degree at the same level: a master's degree, an education terminal degree, or a doctorate degree.

### **§70. Program Guidelines:**

(a) For all part-time graduate students, the award shall be \$500 per graduate course depending on part-time credit hour amounts prescribed by the institution attending and program choice, per academic year.

(b) For all full-time graduate students funding for graduate students shall not exceed the maximum amount of \$15,000 per academic year, \$7,500 per semester, \$5,000 per quarter, and \$5,000 per trimester.

(c) All graduate recipients shall provide to the DHET academic transcripts that reflect the date and type of undergraduate degree conferred, and/or date and type of graduate degree granted. The official grade report or transcript shall be submitted to the DHET no later than thirty (30) working days after the completion of the academic term for continued eligibility.

(d) All recipients shall submit a graduation checklist (at the beginning of each school year) for financial assistance and are subject to all DHET application requirements, with the exception of the Financial Needs Analysis. Continued financial assistance shall be based on progress reports and graduation checklists from the university at the end of each term.

(e) All continuing graduate recipients shall submit an official transcript of the last academic term completed for evaluation pursuant to the following criteria:

(i) Graduate recipients shall comply with the minimum applicable academic standards pursuant to Article 9, §30 (c) or (e).

(ii) Recipients shall be a "full-time graduate applicant" and earn no less than a 3.0 GPA or "passing" grade at the end of each academic term.

### **§71. Dissertation Funding:**

The purpose of the dissertation funding is to support doctoral students with financial assistance to defray costs directly related to dissertation research and printing only.

(a) Doctoral students are eligible for dissertation funds through the DHET. This funding shall be viewed as supplemental and not be the sole resource for the dissertation expenses. The following documents are required:

(i) An official letter from the Dissertation Committee of the doctoral student stating successful completion of general examination and admissions towards candidacy and completion of initial literature research and proposal for study.

(ii) An itemized dissertation budget by academic terms with a completed Hualapai Dissertation Cost Verification Form.

(b) All awards shall be restricted to direct cost for fieldwork and research necessary to complete the Dissertation.

(c) Continued dissertation funding will be based on progress reports submitted from the Dissertation Committee Chairperson at the end of each academic year.

## **ARTICLE 22: HUALAPAI TRIBE TEACHER EDUCATION PROGRAM**

### **§72. Purpose:**

The purpose of the Hualapai Tribe Teacher Education Program (hereafter referred to as HTTEP) is to increase the number of certified Hualapai teachers on the Hualapai Reservation. The Hualapai Tribe Teacher Education Programs shall use federal funds and Hualapai Tribe funds, in that order of priority.

### **§73. Hualapai Tribe Priorities:**

(a) Priority preference shall be given to recipients fluent in the Hualapai language and wishing to teach on the Hualapai Reservation.

(b) Priority preference shall be given to enrolled tribal members who are paraprofessionals and/or Head Start staff currently teaching in the educational systems on the Hualapai Reservation or that serve a majority of Hualapai students.

(c) Head Start staff pursuing an Associate of Arts or Science and or Bachelor degree in accordance.

### **§74. Special Eligibility:**

The recipient shall be eligible for the HTTEP upon meeting the following criteria:

(a) Speak the Hualapai language and/or agree to become literate in the Hualapai language; and

(b) Have been accepted into an undergraduate four (4) year Teacher Education program; or

(c) Have been regularly accepted into a post-baccalaureate program for Teacher Licensure.

### **§75. Program Guidelines:**

(a) The recipient shall be eligible for funding up to six (6) academic terms at an undergraduate funding level for full-time students and for eight (8) to twelve (12) academic terms at an undergraduate funding level for part-time students.

(b) The recipient shall submit a HTTEP application, letter of admissions to teacher education program, official transcript, Certificate of Indian Blood (submitted once with first application), graduation checklist, and a Financial Needs Analysis for financial assistance. Funding will be based on financial need.

#### **SUBCHAPTER FOUR: PART-TIME FINANCIAL ASSISTANCE**

#### **ARTICLE 23. PART-TIME FINANCIAL ASSISTANCE (Educational Supplement)**

##### **§76. Purpose:**

The purpose of the Part-time Financial Assistance is to provide financial assistance to eligible Hualapai recipients that are not full-time graduate or undergraduate students. All DHET programs not specifically reserved for full-time students shall allow for Part-time Financial Assistance. Part-time Financial Assistance uses all funding sources depending on what program the student are being awarded by.

##### **§77. Program Guidelines for Undergraduate Level:**

(a) All awards shall be limited to in-state public institution tuition rates and fees, books and supplies, unless the student is participating in the Teacher Education Program.

(b) The part-time recipient shall sign and submit the Part-time DHET application, in addition to other required documents pursuant to Article 7.

(a) The official grade report or transcript shall be submitted to the DHET no later than thirty (30) working days after the completion of the academic term for continued eligibility.

(d) The recipient shall submit a graduation checklist for financial assistance and is subject to all DHET application requirements.

##### **§78. Program Guidelines for Graduate Level:**

(a) All financial disbursements for the Part-time financial assistance shall be on a term by term basis utilizing the Graduate Fund account.

(c) The official grade report or transcript shall be submitted to the DHET no later than thirty (30) working days after the completion of the academic term for continued eligibility.

(d) The recipient shall submit a graduation checklist for financial assistance and is subject to all DHET application requirements.

**CHAPTER FOUR  
MISCELLANEOUS**

**ARTICLE 24: AMENDMENTS:**

§79. The Education Committee of the Hualapai Tribe may amend the Department of Hualapai Education & Training Policies and Procedures as needed.