

**Hualapai Housing Department**  
**Higher Education Housing Assistance Policies**

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## **I. Purpose**

The Hualapai Housing Department provides limited rental assistance to enrolled Hualapai students who reside off the Hualapai Indian Reservation who are attending an accredited trade school, college, or university. Rental assistance is based on financial need and is limited per available funding; maximum rental assistance is \$800.00 a month. Rental assistance may also be limited to a first-come, first-serve basis according to available funding levels.

## **II. Application Process**

Students determined eligible by the Hualapai Housing Department staff to receive rental assistance shall carry a minimum of twelve (12) credit hours per semester or the equivalent full time load for a quarter/trimester credit hours. Summer school students must complete a total of twelve (6) credit hours in order to be eligible for rental assistance.

The student applicant must submit the following documentation in order to be considered for rental assistance:

- a. A completed application with all documents submitted according to the application checklist.
- b. Signatures on Release of Information Form 9886 and the Education Assistance Release of Information Form. (Used to assist in eligibility determination)
- c. If a previous student, must have and maintain a 2.0, C grade point average. At the end of each semester, quarter, trimester, or session shall submit official transcripts to the Hualapai Housing Department before eligibility is determined or re-determined.
- d. Only transferable or degree program credits will be accepted to reflect a minimum of twelve (12) credit hours. Repeated courses will not count toward the twelve (12) credit minimum requirement.
- e. Student must provide proof of application and receipt of Hualapai Tribal Higher Education assistance by their deadline and all available Federal Aid.

## **III. Application Deadlines**

The deadline to submit all required documentation will be strictly adhered to due to limited funding. In the event a deadline falls on a non-business day (i.e. holiday, weekend) the deadline date will be the next business day (Monday-Friday).

Deadline for Spring Semester/Quarter/Trimester: December 1<sup>st</sup>

Deadline for Summer Semester/Quarter/Trimester: May 1<sup>st</sup>

Deadline for Fall Semester/Quarter/Trimester: August 1<sup>st</sup>

Students starting school less than one month following the deadline must submit all required documentation 30 calendar days prior to the beginning of school in order to be considered for assistance. Partial months will be prorated by day.

#### **IV. Eligibility**

Eligibility for rental assistance shall be determined by the following factors:

- a. The student must attend an accredited college, trade school, or university.
- b. The educational institution must be in the United States.
- c. The student must be enrolled as a full-time student.
- d. The student must be an enrolled Member of the Hualapai Tribe.
- e. The student must meet income eligibility guidelines as established by HUD in order to be considered for funding. Students exceeding income eligibility shall not be funded.
- f. The student must provide the Hualapai Housing Department with an acceptance letter from an accredited educational institution.
- g. The student must have a high school diploma or GED.
- h. The student must be current with all bills incurred with the Hualapai Housing Department (if applicable). Student cannot have arrears with the Hualapai Housing or other public housing authority.
- i. The student shall not be currently on academic suspension. If student is on academic probation, the student may still qualify and be on probation with the HHD.
- j. The student must utilize campus housing (dorms, campus apartments) when available. The only exception will be graduate students or students with families.
- k. The student may not use rent payments to live with family members or members of other relatives or friends. The student must enter into a third party lease agreement with a leasing/renting company.
- l. The student must not be receiving direct rental payment assistance from another source.
- m. Assistance is only to pay for rent; cannot be used to pay for utilities, meals or other services.
- n. The student cannot concurrently receive public housing assistance from the Hualapai Housing Department or another HUD funded housing entity.
- o. Student must apply for the Hualapai Higher Education grant/scholarship in a timely manner and available Federal Student Aid.

## **V. Interim Re-Certification**

All students who are receiving housing assistance must submit the following information either upon the completion of each education session (semester, quarter, and trimester) and/or at the time a change in household/personal information occurs.

- a. Any changes in income. Failure to report increases in income during the award period may result in denial of future assistance. A decrease in income may result in additional assistance when funding is available.
- b. Anticipated or actual relocation to another apartment or dwelling.
- c. Withdrawal from school or reduction/increase in credit hours.
- d. Copy of grades. Student should provide a copy of grades before official transcripts are available to insure there is no interruption of funding between educational sessions.
- e. New, current, or continuing lease.

Failure to notify the Hualapai Housing Department of changes within five (5) business days of the above changes will result in forfeiture of current and future rental assistance.

## **VI. Re-Certification Requirements**

In order to continue receiving funding for the next educational cycle (semester, quarter, trimester), students must submit the following documents to recertify.

- a. New application for rental assistance.
- b. Official Transcript.
- c. Letter regarding personal/educational goals/objectives and future plans.
- d. Release of Information Forms 9886 and Educational Assistance Release of Information.
- e. Proof of enrollment or registration from educational institute.
- f. Needs analysis or financial aid award letter. Student must show proof of application of both Tribal and Federal assistance.
- g. Lease Agreement

## **VII. Assistance Termination**

Failure to comply with any one of the following requirements will result in termination of benefits and may forfeit any future assistance.

- a. The student voluntarily withdraws from enrollment without “just cause” (if the student withdraws or fails to complete the term for reasons beyond his or her control such as severe illness, hospitalization, death in the immediate family, or other extenuating circumstances and provides documentary evidence it shall be incumbent upon the Hualapai Housing Director to review and evaluate the circumstances before rendering a decision).
- b. The student fails to maintain a satisfactory academic progress of at least a 2.0 GPA “C” Average both progressively and cumulatively.
- c. The student is expelled by any college, trade school, academic institution, or university.
- d. The student fails to maintain full-time status.
- e. The student causes damages to rental property. Any damages incurred will not be the responsibility of the Hualapai Housing Department nor will it pay for any balances, utility bills, or telephone bills left on the lease due to early termination. All damages to rental property are the sole responsibility of the lease holder/student. The Hualapai Housing Department is not responsible to pay for any damages to the rental property, deposits, etc.
- f. The student terminates the lease agreement without notification or the landlord and the Hualapai Housing Department. The Hualapai Housing Department is not responsible for any charges/balances due to early lease termination.
- g. The student is unable to sign a lease or be listed as a household member on the dwelling lease in accordance with the Hualapai Housing Admission and Occupancy Policies and Procedures.
- h. The Landlord refuses to sign Authorization Form accepting responsibility of applying the assistance check for rent only as funding cannot be used to pay for damages, utilities, deposits, etc.

### **VIII. Documentation Submission**

All required documentation shall be submitted to:

Hualapai Housing Department  
Attn: Education Assistance  
PO Box 130  
Peach Springs, AZ 86434-0130

Telephone: (928) 769-2274      Fax: (928) 769-2703

The Hualapai Housing Department will accept all information provided to the Hualapai Higher Education Department for student enrollment, grades, and other eligibility information.

There will be a fifteen (15) day approval period to process all applications. Applications received after the deadline will not be considered.

All applications will be reviewed by the Hualapai Housing Administration for eligibility and complete application packets.

Final approval will be made by the Executive Director of the Hualapai Housing Department.