

Advanced College Placement Policy

I. **POLICY STATEMENT**

The purpose of the Advanced College Placement Policy (ACP) is to financially assist high school students who qualify for advanced college placement opportunities such as the Running Start Programs, Vocational and Technical Programs and Advanced Placement (AP) Courses.

II. **AUTHORITY**

In accordance with Quinault Indian Nation Constitution, Article I Section-2 General Welfare, which states:

It shall be the goal of the Quinault Nation to provide for the general safety and welfare of all persons acting by the right of membership in the Quinault Nation or acting or residing within the jurisdiction of the Quinault Nation

the Quinault Business Committee hereby establishes the Advanced College Placement Policy and authorizes administration of funds, in accordance with this policy. Furthermore, the Quinault Business Committee appoints the Education Department to execute the ACP policy.

III. **DEFINITIONS**

Advanced Placement Course	Advanced Placement (AP) is a program created by the College Board which offers college-level curricula and examinations to high school students.
	Colleges and Universities may offer course credit to students who obtain high scores on AP examinations.
Advanced Placement Examination	At the culmination of the AP course, students have the option of taking an AP examination, taking this exam and obtaining a certain score is the only way to obtain college credit. Qualifying scores depends on the college/university.
Appeal	A written request by a student for correction of action or a request that an exception to the Advanced College Placement Policies be made on their behalf.

Advanced College Placement Policy

Applicant	An individual applying for assistance or services from the ACP Policy.
College Board	A not-for-profit organization that connects high school students to college success. The College Board is responsible for certifying AP courses and administering the AP examinations.
Post-Secondary Financial Aid Scholarship Committee	A group of individuals responsible for reviewing, and approving or disapproving ACP Appeals.
QIN Service Area	For the purpose of this policy, the QIN Service Area is Grays Harbor County, plus that portion of Jefferson County within the boundaries of the Quinault Reservation, including the village of Queets.
Running Start Program	Running Start is a program that allows 11 th and 12 th grade students, in high school, to take college courses at community and technical colleges. Students earn both high school and college credits for these courses. Running Start students and/or parents do not pay tuition on these courses.
Release of Information	A written request authorizing the ACP Policy to receive students' information from the institution (high school, college, or college board) by verbal, written, or electronic means of communication.
Student	A Quinault Tribal Member who is receiving ACP funds, and meets all the requirements of eligibility. Also referred to as applicant, recipient, awardee and/or grantee.
Tribal Member	An enrolled member of the Quinault Indian Nation.
Vocational Program	A course of study or practical training offered by a trade school, technical institute, or vocational college that is designed to lead directly to practical professional trades. Including certificate programs.

Advanced College Placement Policy

IV. **POLICY**

It is the policy of the Quinault Indian Nation to encourage all tribal members to pursue post-secondary education or trade school, which will enhance their individual lives and quality of their lives. ACP encourages high school students to pursue college/university credits and vocational and technical certificates while in high school, further preparing them for post-secondary education and vocational programs.

It is the applicants' responsibility to notify the QIN Education Department of any schedule changes or dropped courses.

Running Start Students

Applicants must be accepted into an accredited Running Start program through their high school. Funding for Running Start students can go towards: fee, books, gas cards or bus passes and additional supplies needed for educational success (calculators, notebooks, etc.). Reimbursing students for books, fees, etc. is not a standard procedure. However, if there is extenuating circumstances the Education Manager can approve reimbursements directly to students, as long as pre-approval was received.

Applicants who are enrolled in a Running Start program and live within the service area are eligible to receive, up to the following:

Per semester/quarter/trimester	\$800.00
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Vocational and Technical Students

Applicants must be accepted into an accredited Vocational and Technical program, pursuing a certificate or credits towards a degree (i.e. Certified Nursing Assistants, Medical Assistants, Dental Assistants, etc.). Funding for Running Start students can go towards: tuition, fee, books, gas cards or bus passes and additional supplies needed for educational success (calculators, notebooks, etc.). Reimbursing students for books, fees, etc. is not a standard procedure. However, if there is extenuating circumstances the Education Manager can approve reimbursements directly to students, as long as pre-approval was received.

Applicants who are enrolled in a Vocational or Technical program and live within the service area are eligible to receive, up to the following:

Per semester/quarter/trimester	\$800.00
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Advanced Placement Students

Applicants must be enrolled in an AP class through their high school. Funding for AP students can go towards: AP examinations and additional supplies needed for educational success (books, calculators, notebooks, etc.).

Students receiving ACP funds for AP courses, **must** take the AP examination.

Advanced College Placement Policy

Applicants who are enrolled in a high school AP course and live within the service area are eligible to receive, up to the following:

Per AP course	\$300.00
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Grant Award Renewals

Applicants for ACP grants will be awarded per course for AP and per semester/quarter/trimester for Running Start and Vocational and Technical programs. Reimbursing students for books, fees, etc. is not a standard procedure. However, if there is extenuating circumstances the Education Manager can approve reimbursements directly to students, as long as pre-approval was received. It is the responsibility of the applicant to ensure all required documentation is submitted and received in order to receive continued funding.

Payment of Grant Award

This policy will authorize purchases, on behalf of the grant recipient, directly related to educational cost. No monies will be given directly to recipients. In specific instances, with justification provided and concurred upon by the COO, the QIN Education Department may issue payment directly to the recipient. Direct disbursement of a grant award must be authorized for each individual occurrence on a case-by-case basis.

Notice of Denial/Discontinuance of Grant Award

A grant may be denied or discontinued for the any of the following reasons:

- Failure to submit the required documentation within the established time period (i.e. application, class schedule, etc.).
- Student drops a course (AP or college) and/or their schedule changes.

Notice of Reduction of Grant

A grant may be reduced for any of the following reasons:

- Funding Availability

V. ELIGIBILITY

All applicants who wish to utilize this grant opportunity must meet all of the following eligibility criteria:

- Must be an enrolled Quinault tribal member, if applicant became enrolled

Advanced College Placement Policy

after the age of 18, they must wait no less than five years to be eligible for funding.

- Must be an enrolled high school student.
- Must be enrolled in an accredited running start program, vocational or technical program, or in AP courses from the high school. Proof of enrollment must be submitted with the grant application.
- Must maintain a minimum GPA of 2.0 and be in good standing. Grades must be submitted within two weeks of the end of each term in order to be eligible to receive the next round of funding within the same academic year.

VI. APPLICATION PROCESS

Applicants are required to apply for funding on an annual basis and must supply the required documentation throughout the school term in order to remain eligible for the next round of funding.

Completed applications must be submitted and to and received by the QIN Education Department in accordance with the deadlines listed on the application.

Incomplete or partially complete applications will not be considered.

A. First-Time Applicant and New Academic Year

A complete ACP application for a first time applicant includes submission of:

- A complete Quinault ACP Grant Application Form.
- A Certification of Enrollment in the Quinault Indian Nation.
- A signed Authorization of Release of Information Form.
- An up to date high school transcript (including students last full semester).
- A copy of student's current course schedule.

B. Continuing Students (within the same academic year)

In order to be eligible for continued funding throughout the academic year, students must submit the following within two weeks of the end of the current term:

Advanced College Placement Policy

- A complete high school transcript showing a minimum of a 2.0 grade point average (GPA).
- A copy of the class schedule for the next term.

VII. APPEALS

An applicant who has completed the application process for financial assistance and has been denied funding may appeal the denial decision so long as the reason for denial is not based on the applicant being below a 2.0 GPA, missing deadlines, or having incomplete applications.

The appellant must submit a Letter of Appeal to the QIN Education Department within ten (10) days of the date the denial letter was issued.

The appellant should delineate why they feel the denial is in error and provide any documentation, proof, or other materials that may assist the Post-Secondary Financial Aid (PSFA) Scholarship Committee in making a determination regarding the appeal.

Within ten (10) working days of receipt of an appeal, the PSFA Scholarship Committee will review the Letter of Appeal and all PSFA relevant documents provided by the Education Department. The PSFA Scholarship Committee may issue a determination based on the materials received or may choose to hold a meeting with the appellant. Only the student in question filing the appeal shall appear before the PSFA Scholarship Committee. The PSFA Scholarship Committee shall issue a decision in writing within ten (10) days of receipt of a Letter of Appeal or within ten (10) days of an appeal meeting. The decision of the PSFA Scholarship Committee will be final. Should an appellant fail to attend the scheduled appeal meeting, the original decision of denial will be upheld and shall be final.