

Vocational and Technical Degree Scholarship Policies

I. POLICY STATEMENT

The purpose of the Vocational and Technical Degree Scholarship (VTDS) is to provide financial assistance to Quinault tribal members who wish to complete a vocational or technical degree.

II. AUTHORITY

In accordance with the 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 Vocational and Technical Degree Scholarship program and authorizes the administration of funds, in accordance with this policy, for the cost associated with vocational and technical degrees. Furthermore, the Quinault Business Committee establishes the Post-Secondary Financial Aid (PSFA) Scholarship Committee to execute any VTDS appeals.

III. DEFINITIONS

Accredited/Accreditation	The certificate of an institution of a vocational, technical, or trade school by a sanctioned national or regional accrediting agency of association(s) recognized by the U.S. Department of Education or sanctioned by the State.
Advisor/Counselor	An individual appointed by the educational institution who assists students with reviewing the services and policies of the institution, discussing educational and career plans, and making appropriate course selections.
Appeal	A written request by a student for correction of action or a request that an exception to the Post-Secondary Financial Aid Policies be made on their behalf.

Vocational and Technical Degree Scholarship Policies

Applicant	An individual applying for assistance or services from the VTDS Program.
Application	The form and process through which a request is made for assistance or services.
Academic Plan/Vocational Plan	An individualized course of study in which the student, in conjunction with the degree granting institution, outlines the required courses for the desired degree in a specified field of study.
Financial Aid Package	The institution's document(s) that identified (identify) the amount(s) and types of financial aid awarded by the institution and the amount of unmet need.
First Time Applicant	A student who has never received financial assistance from the VTDS Program or a student who is beginning a new degree.
FSA/FAFSA/Financial Aid	The Federal Financial Aid Programs (i.e. Pell Grants, Supplemental Educational Opportunities Grants (SEOG), College Work Study (CWS), Student Loans, etc.) and State Financial Aid Programs (i.e. State Need, Incentive Scholarships, College Work Study (CWS), etc.) that is administered by the Financial Aid Office located at the institution of attendance.
Needs Analysis/Needs Assessment	A form that demonstrates the student's cost of education and financial aid resources.
Post-Secondary Financial Aid Scholarship Committee	A group of individuals responsible for reviewing, and approving or disapproving VTDS Appeals.

Vocational and Technical Degree Scholarship Policies

Tribal Member	An enrolled member of the Quinault Indian Nation.
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.
Release of Information	A written request authorizing the Vocational and Technical Degree Scholarship (VTDS) program to receive students' information from the institution by verbal, written, or electronic means of communication.
Returning Student	A student who has stopped or interrupted their degree program, while receiving financial assistance from the VTDS Program, who would like to return to school.
Student	A Quinault Tribal Member who is receiving VTDS funds, and meets all the requirements of eligibility. Also referred to as applicant, recipient, awardee and/or grantee.
Vocation	A service or function which will be performed during employment.
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.

Vocational and Technical Degree Scholarship Policies

IV. **POLICY**

It is the policy of the Quinault Indian Nation to encourage all tribal members to pursue post-secondary education, which will enhance their individual lives and quality of their lives.

All applicants must be accepted to a vocational or technical program to applying for a VTDS grant. Applicants are required to complete all institutional sponsored financial aid programs in addition to applying for this grant funding. No request for funding will be considered by this policy unless a signed financial aid package from the school's Financial Aid Officer is on file with the Quinault Indian Nation Education Department. Furthermore, all funding is for future tuition and expenses (tools, supplies, work gear, etc.). Cost of living will be considered for vocational and technical degrees on case by case situation. Travel cost and lodging will be considered when necessary to complete degree or certificate. 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.

Students who are receiving funds from the VTDS Program **CANNOT** also be receiving funds from the QIN Post-Secondary Financial Aid Scholarship (PSFA) or the QIN Employee Education Fund (EEF).

Applicants who are accepted and enrolled in a vocational program are eligible to receive **up to** the following, based on needs analysis:

Graduates of a school within the QIN Service area: \$20,000.00

Graduates of school outside of the QIN Service area: \$10,000.00

Grant Award Renewals

Applicants for VTDS will be awarded for a program length or academic year, whichever comes first and issued in accordance with educational institution's term length as long as all eligibility requirements are maintained. 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 Awards

This policy will authorize payments, on behalf of the grant recipient, directly to the educational institution. The educational institution must agree, in writing, to apply the grant to the recipient's expenses first and then to issue any unused portion of the grant directly to the recipient. In specific instances, with justification provided and concurred upon by the COO, the QIN PSFA Scholarship Committee may issue payment directly to the recipient. In order to receive direct disbursement of a grant

Vocational and Technical Degree Scholarship Policies

award must be authorized for each individual occurrence. Funding will be provided for each quarter, semester, or trimester, depending upon the educational institution. Tuition for summer quarter is dependent upon the availability of funds.

The QIN Education Department practices and reserves the right to only release information directly to the student (no family members).

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, grade report, class schedule).
- Financial aid suspension or expulsion from your educational institution.

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 after the age of 18, they must wait no less than five years to be eligible for funding.
- Must possess a high school diploma or GED certificate
- Must be accepted to a vocational school. Proof of acceptance must be submitted with the grant application.
- Proof of having applied for Federal Student Aid (FSA, also known as FAFSA) must be submitted with the grant application. If the institution does not recognize FAFSA, applicants must submit an official letter from the institution stating they do not accept FAFSA.
- Must submit an academic plan, prepared by an Advisor, with the grant application.
- In order to be eligible for funding, students cannot be receiving funding from QIN PSFA Scholarships or QIN Employee Education Funds.

Vocational and Technical Degree Scholarship Policies

- Students who have received funding from Post-Secondary Financial Aid Scholarship will be limited to VTDS funding based on the following grid:

Amount received from PSFA	Amount eligible to received from VTDS
6 full-time quarters/4 full-time semesters	Full funding up to \$20,000
9 full-time quarters/6 full-time semesters	Up to \$10,000
12 full-time quarters/8 full-time semesters	Up to \$5,000
15 full-time quarters/10 full-time semesters or more	No vocational and technical funding

VI. APPLICATION PROCESS

Completed applications must be submitted and to and received by the QIN Education Department a minimum of 30 days prior to the beginning of your educational institution's term AND in accordance with the deadlines listed on the application.

Incomplete or partially complete applications will not be considered.

A. First-Time Applicant

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

- A complete Quinault VTDS Grant Application Form.
- A Certification of Enrollment in the Quinault Indian Nation.
- A signed Authorization of Release of Information Form.
- A Letter of Acceptance for Admission.
- A complete High School Transcript or GED Scoresheet, and/or most recent College transcript.
- An Academic Plan prepared in cooperation with your educational institution's assigned Advisor.
- A Financial Need Analysis certified by the Institution's Financial Aid Officer for a specific academic year indicating student completed their financial aid process to determine an award.
- Proof of having completed the FSA (also known as FAFSA) application process or an official letter from the institution stating they do not accept

Vocational and Technical Degree Scholarship Policies

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 in default status on a federal student loan. Late and incomplete applications will also not be considered for appeal unless the applicant can prove extenuating circumstance outside of the applicant's control.

The appellant must submit a PSFA Appeal Form and Letter of Appeal to the QIN Education Department within ten (10) business 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 PSFA Scholarship Committee in making a determination regarding the appeal.

Within ten (10) business days of receipt of an appeal, the PSFA Scholarship Committee will review the PSFA Appeal Form and Letter of Appeal and all VTDS relevant document provided by 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 Quinault Tribal Scholarship Committee.

The PSFA Scholarship Committee shall issue a decision in writing within ten (10) days of receipt of a PSFA Appeal Form and 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.