

# HIGHER EDUCATION & ADULT VOCATIONAL TRAINING POLICIES & PROCEDURES

## NEWE-NUMA RESOURCE PROGRAM

Shoshone-Paiute Tribes

*Duck Valley Indian Reservation*

PO Box 219, Owyhee, NV 89832

Ph#: 208/759-3100 x1232

Fax#: 775/757-2910

Email: [sphighereducation@shopai.org](mailto:sphighereducation@shopai.org)

### **MISSION STATEMENT:**

The Shoshone-Paiute Tribes Newe-Numa Resource Program-Education Department's purpose is to provide Tribal Scholarship Grants to eligible Shoshone-Paiute Tribal Members and provide them with the opportunity to achieve their education and training goals through available tribal funds.

### **OBJECTIVE:**

The overall goal of the Shoshone-Paiute Tribes Newe-Numa Resource Program-Education Department is to assist the Tribal Members to successfully complete one major in a post-secondary education or vocational training institution as a means of becoming economically self-sufficient and to contribute to protecting and advancing the way of life for the Shoshone-Paiute people.

### **SECTION 1: GENERAL INFORMATION**

1. The Shoshone-Paiute Tribal Scholarship Grants are for the college students living on the Duck Valley Indian Reservation or Enrolled Members of the Shoshone-Paiute Tribes of the Duck Valley Indian Reservation. This opportunity is provided as a privilege with the intent that the recipients, upon graduation, will return to the Duck Valley Indian Reservation to apply their learning to benefit the continuing development of the Shoshone-Paiute Tribes.
2. The Scholarship/Grant Application must be completed and submitted by each new student and continuing student to the SPT-NNRP-Higher Education Department by the specified deadline date to be certified as eligible to receive educational/vocational training assistance.
3. It's the Applicant's responsibility to submit the SPT-NNRP-Higher Education Department's Financial Needs Analysis Form to the college/university's Financial Aid Office for completion. This form will determine the student's need for the academic year. The college/university's Financial Aid Office will complete the Form then return it to this office.
4. All Applicants must have applied for federal aid including but not limited to Federal Supplemental Educational Opportunity Grant (FSEOG) and Free Application for Federal Student Aid (FAFSA) and must submit their complete Student Aid Report (SAR).
5. Scholarship/Grants are awarded twice in an academic year basis.
6. Each Applicant is required to complete an Education Essay, which will become part of your academic goals and file.
7. Education Scholarship/Grant Priority, subject to availability of funding, is as follows:
  - A. Enrolled Shoshone-Paiute Tribal Member residing on the Duck Valley Indian Reservation;
  - B. Enrolled Shoshone-Paiute Tribal Member not residing on the Duck Valley Indian Reservation;
  - C. Other Tribal Members of a Federally Recognized Tribe residing on the Duck Valley Indian Reservation.
8. All Students must complete 12 minimum credits per semester with a GPA of at least 2.0 per semester for continual Scholarship/Grant assistance.
9. The SPT-NNRP-Higher Education Department will NOT grant funding to any student who fails to complete the Higher Education/Adult Vocational Training application process by the specified deadline dates.

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10. Graduating Students will need to notify the NNRP-Higher Education Department of his/her status.
11. After graduation and receiving his/her degree, a copy of such document shall be sent to the NNRP-Higher Education Department for the Student's file.

### **SECTION 2: RELEASE OF INFORMATION/PRIVACY ACT STATEMENT**

All Student files shall be kept confidential by the SPT-NNRP-Higher Education Department. In order for the SPT-NNRP-Higher Education Department to release information regarding a Student, the Student must submit a signed Release of Information Form. This form will specify the individual and/or entities to receive the Student's information from the SPT-NNRP-Higher Education Department.

### **SECTION 3: NEW STUDENT ELIGIBILITY**

1. Must be an Enrolled Member of the Shoshone-Paiute Tribes and provide a copy of their Tribal Enrollment Card or Certificate of Indian Blood (CIB) issued by the Shoshone-Paiute Tribal Enrollment Office verifying the applicant is  $\frac{1}{4}$  or more Shoshone-Paiute blood quantum.
2. Must provide a copy of High School Diploma or General Educational Diploma (GED) certificate. An exception will be given to High School Seniors who may apply before their diplomas are awarded and shall be submitted within 2 weeks of receiving.
3. Must provide letter of acceptance in an accredited post-secondary academic field or vocational training institution.
4. All Applicants must have applied for federal aid including but not limited to Federal Supplemental Educational Opportunity Grant (FSEOG) and Free Application for Federal Student Aid (FAFSA) and must submit their complete Student Aid Report (SAR).  
Website: <https://studentaid.gov>
5. The Applicant must submit the SPT-NNRP-Higher Education Department Needs Analysis Form to the College/University's Financial Aid Office.
6. Must be enrolled as a full-time student and provide documentation of a status enrollment at the time application is submitted, or class registration has been provided.
  - A. Class registration must include name of student, name of educational institution, name of classes, credits per class, in addition to total number of credits per term.
7. Must provide a copy of Social Security card.
8. Must provide an Educational Objective Essay, 100 words minimum if objective has changed.
9. All Applicants must sign a Payback Agreement.
10. Must submit a completed SPT-NNRP-Higher Education Scholarship/Grant application with all required new student supporting documents before or on the deadline date as established by the SPT-NNRP-Higher Education Department.

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### **SECTION 4: CONTINUING STUDENT ELGIBILITY**

1. Must submit a completed SPT-NNRP-Higher Education Scholarship/Grant application with all Continuing Student required supporting documents before or on the deadline date.
2. If transferring to a different college than last attended, provide a copy of the acceptance letter from the institution.
3. Must submit Official Transcripts from the previous semester and meet the eligibility requirements for a continuing student. Official or unofficial transcripts may be sent to the SPT-NNRP-Higher Education Department via FedEx, US Mail or E-Mail and can also be emailed.
4. Must be enrolled as a full-time student and provide documentation of status enrollment at the time application is submitted, or class registration has been provided.
  - A. Class registration must include name of student, name of educational institution, name of classes, credits per class, in addition to total number of credits per term.
5. All Applicants must have applied for federal aid including but not limited to Federal Supplemental Educational Opportunity Grant (FSEOG) and Free Application for Federal Student Aid (FAFSA) and must submit their complete Student Aid Report (SAR).

Website: <https://studentaid.gov>
6. The Applicant must submit the SPT-NNRP-Higher Education Department Needs Analysis Form to the College/University's Financial Aid Office.

### **SECTION 5: GRADUATE STUDENTS**

1. Meet all dates and deadlines in regard to returning students.
2. Provide documentation to verify that student is in a graduate program, in an institutional facility.
3. Follow all guidelines with the Shoshone-Paiute Tribes Higher Education/Adult Vocational Training Policy and Procedures.
4. Maintain a minimum of 2.0 GPA at the end of each term in addition to maintaining a minimum of 2.0 cumulative GPA.
  - A. Should a graduate program require a higher GPA, the SPT-NNRP Higher Education Department will then follow that program's required GPA to maintain eligibility.
5. Graduate Student applications will be funded if the following requirements apply:
  - A. Student is a candidate for one and only one post baccalaureate degree (Masters or PHD).
  - B. Students will not be considered for the SPT-NNRP Higher Education Scholarship/Grant if they currently hold a post baccalaureate level degree, regardless of how the degree was funded (self, others, etc.)

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- C. Award will be established by maximum awarded amounts, as annually determined by the SPT-NNRP Higher Education Department.

### **SECTION 5: REMEDIAL COURSES**

1. If a student has been accepted into an eligible program and required to take remedial courses, the student would be eligible for Financial Aid.
2. A noncredit or reduced credit remedial course of study designed to increase the ability of the student to pursue a course of study leading to a degree or certificate.
3. Remedial courses required for the student must be completed in the first three (3) years of college.

### **SECTION 6: DEADLINE DATES**

1. Deadline dates for the application must be submitted to the SPT-NNRP-Higher Education Department deadline dates listed below (emailed applications must be received by 12:00 pm MDT (required documents may be received within and up to the "Final" deadline date):

<u>TERM</u>	<u>Application Deadline</u>	<u>Document Deadline</u>
Fall Semester/Quarter	Third week of June	September 15 <sup>th</sup>
Winter Quarter	October 1 <sup>st</sup>	January 15 <sup>th</sup>
Spring Semester	October 1 <sup>st</sup>	1 <sup>st</sup> week of December
Spring Quarter	December 1 <sup>st</sup>	March 15 <sup>th</sup>

NOTE: Although documents may be submitted up to the document date, it is to be understood this will DELAY payment to the institution.

### **SECTION 7: LATE APPLICATIONS**

1. Applications received after the deadline date will not be considered for funding.

### **SECTION 9: EDUCATION SCHOLARSHIP/GRANT PRIORITY**

1. Tribal Scholarship/Grants will be prioritized based on completed applications in the ordered of receipt by the SPT-NNRP-Higher Education Department (if funding is limited).
2. A record of receipt of complete applications will be kept in the SPT-NNRP-Higher Education Department.
  - A. All pages of the application and supporting documents will be stamped with the date received.
3. Postmarked at the point of origin, time and date will be used on faxes, and hand-carried applications, will be used to compile a funding priority list for the funding award.
4. Education Grant Priority (subject to availability of funds)
  - A. Enrolled Shoshone-Paiute Tribal Member residing on the Duck Valley Indian Reservation;
  - B. Enrolled Shoshone-Paiute Tribal Member not residing on the Duck Valley Indian Reservation;
  - C. Other Members of a Federally Recognized Tribe residing on the Duck Valley Indian Reservation.

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### **SECTION 10: FUNDING**

1. Scholarship/Grants will be awarded to students who plan to attend accredited institution of higher learning or vocational training institution.
2. Funding is only for a student to complete one (1) undergraduate academic degree or one (1) vocational technical degree/certificate or graduate degree or PHD.
3. The Scholarship/Grant award will be awarded based on the unmet needs computed by the Financial Aid Officer (FAO) on the SPT-NNRP-Higher Education Department's Financial Needs Analysis Form (FNA).
  - A. The SPT-NNRP Higher Education Department shall not consider certain information provided on the Needs Analysis Form. Specifically, the expected parent contribution and any expected student contribution in determining the amount of funding that will be provided by the SPT-NNRP Higher Education Department.
  - B. Students not eligible for Federal or State Aid may be considered for a Tribal Higher Education Scholarship/Grant.
  - C. The calculation process of the award for applicants is based on the Financial Needs analysis and the Unmet Need.

Total Expenses – (minus) Total Resources = (Equals) Unmet Need  
Total Expenses considered include: Tuition/Fees, Room/Board, Books/Supplies & Transportation  
Total Resources considered include: PELL Grants, other Grants and Scholarships.
  - D. The College/University's Financial Aid Officer completes the Tribe's FNA form and returns it to the NNRP-Higher Education Department. The NNRP-Higher Education Department follows the Tribal Higher Education Program policy to determine the Unmet Need based on the FAO's input. Adjustments may be made to the calculated student award based on the available yearly budget.
4. Scholarship/Grants are awarded twice in each academic year. Funding will be disbursed as follows:
  - A. Semester Based Institution, two (2) times;
  - B. Quarter Based Institution, three (3) times.
5. The Scholarship/Grant award has a ceiling:
  - A. \$3,000.00 per semester for a total not to exceed \$6000.00 per academic year; or
  - B. \$2,000.00 per quarter for a total not to exceed \$6000.00 per academic year.
  - C. This amount is pending on available funding.
6. Scholarship/Grants will be paid directly to the College/University's Financial Aid Office after approval by the Shoshone-Paiute Tribal Business Council at a duly held meeting.
7. A scholarship/grant may be awarded to a student depending on circumstances indicated in Section 12 . 9 of this Policy & Procedure

### **SECTION 11: SUMMER SCHOOL**

There is no funding available for summer school courses.

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### SECTION 12: ACADEMIC REQUIREMENTS

1. Scholarship/Grants may be granted to an enrolled Shoshone-Paiute Tribal Member seeking a post-secondary education:
2. Time limit to completed an undergraduate degree course of study are as follows and may not exceed the full-time equivalent of:
  - A. Associates Degree: five (5) semesters;
  - B. Bachelor's Degree: ten (10) semesters;
  - C. Graduate Degree: As designated by the College/University's Graduate Program;
  - D. PHD: As designated by the College/University's PHD Program.
3. Enrollment Status for undergraduates:
  - A. Full-time: 12 credits or more per semester;
  - B. Grade Point Average (GPA) requirement per semester is 2.0 average or higher; Enrollment Status for a Graduate & PHD Student;
  - C. Graduate Degree: As designated by the College/University's Graduate Program;
  - D. PHD: As designated by the College/University's PHD Program.
4. Transcripts: All students will be required to submit their *official transcripts* upon completion of each semester or quarter in order to receive the SPT Scholarship/Grant for the following semester or quarter.
  - A. Official Fall Transcripts are due in the SPT-NNRP-Higher Education Department as soon as they become available. *NOTE: Student grade reports will not be accepted.*
  - B. Official Spring Transcripts are due in the SPT-NNRP-Higher Education Department as soon as they become available. *NOTE: Student grade reports will not be accepted.*
  - C. Transcripts may be sent directly to the office or submitted electronically directly from the institution's clearing house. The addresses for submittal:

**FED EX:**

Shoshone-Paiute Tribes

ATTN: NNRP-Higher Education

1036 Idaho State Hwy 51

Owyhee, NV 89832

**US POST OFFICE:**

Shoshone-Paiute Tribes

ATTN: NNRP-Higher Education

PO Box 219

Owyhee, NV 89832

**EMAIL ADDRESS:**

[sphighereducation@shopai.org](mailto:sphighereducation@shopai.org)

5. Undergraduate Students who failed to maintain 12 credits and a GPA of 2.0 for the previous semester or quarter will not be funded or will be put on probation for one (1) academic year or one semester.
4. Graduate/PHD Students who failed to maintain a 2.0 GPA at the end of each term in addition to maintaining a minimum of a 2.0 cumulative GPA will not be funded and will be put on probation for one semester.
  - A. Should a graduate program require a higher GPA, the SPT-NNRP Higher Education Department will then follow that program's required GPA to maintain eligibility.

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6. Students who are facing academic probation shall contact the NNRP-Higher Education Department for advice and/or consultation.
7. Students who tamper with their Official Transcripts or provide false information on their educational information for the purpose of meeting eligibility criteria, if proven, will be placed on two (2) year probation.
8. It will be the responsibility of the Student to notify the NNRP-Higher Education Department if he/she will not be attending college during either the Fall or spring semester or quarter. If a student fails to update the office this may jeopardize his/her future Scholarship/Grant funding status.
9. Students failing to meet the required term 2.0 GPA and/or 12 credits that have gone through unforeseen circumstances or trauma beyond their control (case management will apply to cases of drug/alcohol use) may submit a statement explaining their hardship/circumstances to avoid being put on probation. This will be subject to review/acceptance by the Shoshone-Paiute Tribal Business Council.

### **SECTION 13: ACADEMIC PROBATION**

Students who are facing academic probation shall contact the NNRP-Higher Education Department for advice and/or consultation.

1. Academic Probation is for one (1) term (semester or quarter) upon failure to meet the NNRP-Higher Education Department's minimum requirements of 12 credits for undergraduate students or the required College/University's Graduate Program required credits and a GPA of 2.0 for the previous semester or quarter.
  - A. Undergraduate Student will be funded for the semester or quarter proceeding the failure to maintain 12 credits and a GPA of 2.0 with the following stipulations:
  - B. Graduate Students will be funded for the semester or quarter proceeding the failure to maintain the required Graduate Program credits and GPA of 2.0 with the following stipulations:
2. Once on Probation, the Student will be required to submit mandatory monthly progress reports to the NNRP-Higher Education Department.
  - A. The reports will be reviewed by the NNRP-Higher Education Department to determine if the Student is making progress.
  - B. The Student must earn a minimum of 2.0 GPA in each class in addition to a minimum of a 2.0 term GPA and maintain 12 credits or required Graduate Program credits during probationary period.
  - C. The Student must submit satisfactory grades/transcripts, stating satisfactory progress at the end of the probationary period.
3. Additional Requirements:
  - A. Classes taken during probationary period must be relevant to the Student's general degree requirements or acceptable to the institution's satisfaction.
4. Failure to comply with the probationary requirements will result in the Student being placed in suspension.
5. In the event the Student accomplishes a 2.0 GPA and 12 credits or required Graduate Program credits during the probation period, he/she will be removed from probation.

### **SECTION 14: SUSPENSION**

1. If the Student fails to meet the requirements of maintaining undergraduate 12 credits or required Graduate Program credits and a 2.0 GPA in the last 2 consecutive terms completed, the Student will be suspended from the NNRP-Higher Education Scholarship/Grant Program.

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2. While on suspension, the student must complete one successful semester or quarter while meeting the requirements in Section 12.2-3.
3. The Student is required to fund his/her education at their own expense or through other resources and will not be eligible to receive financial assistance through the SPT-NNRP Higher Education Scholarship/Grant Program.
4. The Student may be removed from suspension after successful completion of a term of undergraduate 12 credits or required Graduate Program credits and a 2.0 GPA.
5. In the event the Student is suspended twice, he/she will be terminated from the NNRP-Higher Education Scholarship/Grant Program for a period of 2 years.

### **SECTION 15: REINSTATEMENT**

1. The Student may be removed from Academic Probation/Suspension when the student successfully meets the required 2.0 GPA and undergraduate 12 credits or required Graduate Program credits.
2. The student must provide proof by submitting his/her official transcripts of such accomplishment.
3. The NNRP-Higher Education Department will review the document submitted, make a determination then inform the student via letter.

### **SECTION 16: APPEAL PROCESS**

The decision of any NNRP-Higher Education Department official under this part can be appealed pursuant to the procedures outlined in the Newe-Numa Resource Program, Section II.6, which reads as follows:

Under this process any applicant who is dissatisfied with any decision or action concerning eligibility or recipient of financial assistance may appeal. The Tribes will comply with 25 CFR (Code of Federal

Regulations) subpart F (Administrative Procedures) & G (Hearings & Appeals) in the processing of Direct Assistance appeals.

Through this Appeals process the Tribal Business Council shall determine what programs will be heard through an administrative process and what programs shall be heard by the Tribal Business Council. The

Tribal Business Council shall reserve the right to hear all appeals with the appropriate administrative and legislative information. If the Tribal Business Council does not wish to hear any appeals they shall through Resolution, determine their designee.

Prior to an appeal being presented to the Tribal Business Council, the Newe-Numa Resource Program will have an information process to hear and address any appeals. The following will be the Informal Appeal Process:

1. A dissatisfied applicant can appeal a decision within 20 days of the receipt;
2. The applicant will appeal in writing with a reason for appeal and submit the written appeal to the Program Director/Administrator.
3. A meeting between the client, Case Manager and Program Director/Administrator will be scheduled to make every effort to resolve the problem informally;
4. The Program Director/Administrator will respond in written form to the Applicant with a decision and justification within seven (7) working days;



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5. If the client does not agree with the Program Director's/Administrator's decision, the Applicant may appeal to the Tribal Business Council.

The following is the process the Shoshone-Paiute Tribes utilizes when an applicant is dissatisfied with any decision or action. After the applicant is notified in written form the decision or action by the Program Director, she/she will request a hearing within twenty (20) days after the date of mailing the decision. Administration sets a date within ten (10) days of the request for a hearing, at a location convenient to both parties, and given written notice to the applicant or recipient.

The written notice of the hearing date and location includes:

1. A Statement of the issues;
2. The applicant's right to be heard in person, or an authorized representative.
3. The applicant's rights to present both oral and written evidence prior to or during the hearing;
4. The Applicant's right to confront and cross-examine witnesses at the hearing;
5. The Applicant shall have the right of one continuance of not more than ten (10) days with respect to the date of the hearing;
6. The Applicant's right to examine and copy, at a reasonable time before and during the hearing, his case record as it relates to the proposed action being contested;
7. The Tribal Business Council, or their designee, shall conduct the hearing, record the hearing and provide the applicant or recipient with a transcript of the hearing upon request;
8. A written decision shall be rendered to the Applicant within ten (10) days after the completion of the hearing.

All decisions from the Tribal Business Council, or their designee, shall be final unless stated in public law that nothing shall be construed to prohibit a grievant or complaint from pursuing a remedy authorized under another Federal, State or local law for a violation of any title.

The Applicant must pursue the appeal process applicable to PL 102-477 grant or PL 103-413 self-governance annual funding agreement. If no appeals process exists, then the applicant or recipient must pursue the appeal through the appropriate Tribal forum (25 CFR, Part 20, Subpart G, 20-705).

Because of the recent COVID pandemic, the Shoshone-Paiute Tribes may modify this process, and implement indirect means of addressing the Applicant's appeal to ensure the health and safety for everyone involved.

### **SECTION 17: TERMINATION OF COLLEGE ENROLLMENT**

1. A Scholarship/Grant recipient who, without justifiable circumstances, officially or unofficially withdraws; is expelled before completion of the academic term, semester, trimester, or quarter, or fails to meet the academic standards required by the institution during a probation period; shall repay the amount of the Scholarship/Grant received from the NNRP-Higher Education Department.
2. A Scholarship/Grant recipient who officially withdraws, or who is expelled during an academic term shall submit a written notification to the NNRP-Higher Education Department within 10 days with the following information:
  - A) Date the Student withdrew and/or was expelled;

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- B) A statement with supporting documents indicating the reason for withdraw or expulsion including mitigating circumstances, if any; and
  - C) A copy of the Student's letter of request to the college or university to return the balance of the NNRP-Higher Education Department's Scholarship/Grant paid for that particular semester, quarter or trimester.
3. The student must demonstrate justifiable circumstances to avoid repayment of the Scholarship/Grant amount expended upon termination of enrollment for the academic term. Failure to provide documentation for justifiable circumstances will result in termination of the student's eligibility for future Scholarship/Grants under this part and may require the student to repay any portion of the amount received for the academic term. The justifiable circumstances include but are not limited to:
    - A) Withdrawal due to an injury or illness of the student;
    - B) Other special circumstances.
  4. The NNRP-Higher Education Department shall determine the portion of the Scholarship/Grant that must be repaid and notify the Student.
  5. The NNRP-Higher Education Department shall make a reasonable effort to contact the student and make arrangements for recovery of the determined funds.
  6. A payback agreement will be signed by Applicants requesting education funding for the Shoshone-Paiute Tribes and arrangements made to determine method of re-payment.
  7. If unjustifiable circumstances are not proven, the Scholarship/Grant recipient/student cannot re-apply for one year.

### **SECTION 18. PAYBACK AGREEMENT:**

1. All NNRP Scholarship/Grant recipients are required to sign a "PAYBACK AGREEMENT." Should you accept NNRP funds and do not meet the original intent, purpose, academic and financial aid guidelines as established and approved by the SPT Business Council, you will be required to repay the Scholarship/Grant Program.
2. If there is documented evidence you have accepted NNRP Higher Education funds and then cancelled or withdrew without notifying our office or simply dropped out of school, you will be required to repay the program.
3. Any other documented evidence that the NNRP and SPT Business Council deem inappropriate use of our funds.
4. "PAYBACK" will be done immediately or through Monthly Payments and will continue until your balance is paid in full. A thorough review of your records in our office and in consultation with school officials will determine the amount owed the NNRP Higher Education Scholarship/Grant Program. You will be notified by Certified Mail.
5. If no payments have been received by the Shoshone-Paiute Tribes Finance Department, the NNRP-Higher Education Department shall take legal action against the Student in the Shoshone-Paiute Tribes Tribal Court.

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### DEFINITIONS:

New Student—defined as an individual with the intent to enroll in an institution of higher education beyond high school.

Continuing Student—defined as an individual already attending an institution of higher education beyond high school.

NNRP—stands for Newe-Numa Resources Program

Academic Year—the period of the year during which students attend an educational institution, usually from September to June.

Term—single semester

Term GPA—gpa for the individual semester/term.

Fiscal Year—Federal funding cycle usually from October 1 to September 30.

Full-time Student – student attending an education institution of learning meeting the required hours according to the education institution which can be less or more than the 12 credit hours (minimum).

Transfer Student – A student transferring from an education institution to another education institution

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