

**TRIBAL STUDENT RESPONSIBILITIES AND CONDITIONS  
FOR TRIBAL SCHOLARSHIP ASSISTANCE AGREEMENT**

1. Higher Education students, Adult Vocational Training students and Tribal Education students must apply for Federal Financial Aid to be eligible for Tribal Scholarship Assistance. All students' applying to these programs must adhere to application deadlines for each program. No exceptions for late applications and late financial aid award letters.
2. Official student grade reports/transcripts must be sent to the Tribal Education Director within 30 days following completions of each quarter/semester. No Tribal scholarship assistance awards may be made to continuing students unless and until the Tribal Education Director has received the required official student grade reports/transcripts.
3. All students in Tribal Education programs must maintain a 2.00 GPA (or it's equivalent for non-traditionally graded programs) in their education program.
4. Higher Education students must maintain 12 credit hours (or its equivalent for non-traditional programs) per quarter/semester to remain eligible for Higher Education funding. The maximum use of the Higher Education program is five years.
5. All students must sign a release of information form (regarding attendance, financial aid award letters, education budgets, progress or grade reports) authorizing the Tribal Education Director to, if necessary to obtain information directly rather than through the students. Execution of this form shall not move the burden of document production in any case or circumstances from a student seeking Tribal Scholarship Assistance to the Education Director.
6. All students' must sign a Compliance Notice Form regarding misuse of Tribal Education funding. In the event of any representations made by the student in relation to any application for or receipt of use of Tribal Education funding are false they may be required to reimburse the Tribal Education program for any funds received and may also be subject to fines and penalties, including, but not limited to, seizure of any Tribal general disbursements.
7. Students that quit or withdraw during a quarter/semester from any education program will be required to reimburse the Tribal Education program for any Tribal Scholarship assistance they received.
8. Students who do not meet the above criteria for one complete quarter/semester shall be placed on Probationary Status for the next quarter/semester of the student's education program. Students who do not meet the above criteria for one complete quarter/semester while on Probationary Status shall be ineligible for future Tribal Scholarship assistance unless and until they provide the Tribal Education Director with documentation of compliance with the above grade and credit hour criteria for one complete quarter/semester during which they have received no Tribal Scholarship assistance.
9. Students must remain in "good academic standing." Students demonstrating an "on again/off again" pattern of Probationary Status may be placed on a Full Year Probation. Failure to meet the above grade and credit hour criteria during the one year probation will result in suspension from the program.

10. Students must notify the Tribal Education Director of address changes and telephone number changes as soon as they occur.
11. If students have emergencies that may significantly effect attendance, they must notify the Tribal Education Director and their school immediately.
12. Students withdrawing from their Education program without proper authorization due to medical related reasons must obtain and provide the Tribal Education Director with a copy of a statement of verification from their Physician or health care provider identifying the medical need to withdraw from school. If a student has withdrawn from a program for medical reasons, he/she must obtain and provide the Tribal Education Director with a copy of a statement of release from their physician stating their medical ability to return to school prior to further receipt of Tribal Scholarship Assistance. Failure to provide the releases and Statements set forth in this paragraph may result in ineligibility for Tribal Scholarship Assistance until such releases and statements are obtained.

**The appeals process:**

**A student who has completed a grant application along with required documentation and has met the deadline and is denied funding, may, within 5 days of receiving a notice of denial, appeal the Education Director decision. The appeal shall be in writing setting forth the reason(s) why the applicant believes the decision should be changed. The appeal shall be sent to the Chief Executive Office (CEO) will render a decision and so notify the applicant and the Education Director.**

**Written appeal shall be sent to the following address:**

**Cow Creek Band of Umpqua Tribe of Indians  
Attn: Chief Executive Officer  
2371 N.E. Stephens Street, Suite 100  
Roseburg, OR 97470**

**Within 10 days of receipt of an appeal, the Chief Executive Officer will render a decision and so notify the applicant and the Education Director.**

I have acknowledged and agreed to the content of the "Tribal Student Responsibilities and Conditions for Tribal Scholarship Assistance."

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Student signature

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Date