

CHIPPEWA CREE TRIBE OF ROCKY BOY'S INDIAN RESERVATION



**STONE CHILD COLLEGE
ADULT VOCATIONAL TRAINING PROGRAM HANDBOOK**

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ADULT VOCATIONAL TRAINING PROGRAM

INTRODUCTION

The Chippewa Cree Tribe entered into a Self-Governance Compact Agreement with the United States of America beginning Fiscal Year 1994. On October 1, 1993, the Chippewa Cree Business Committee authorized Stone Child College to administer the Adult Vocational Training Program for the Chippewa Cree Tribe. The Chippewa Cree Business Committee determines the amount to award the Adult Vocational Training Program on an annual basis.

The purpose of the Adult Vocational Training Program is to assist Rocky Boy's Chippewa Cree Tribal members living on the Rocky Boy's Indian Reservation to acquire the job skills necessary for full time satisfactory employment. The program provides for full time institutional training at accredited vocational institutions that offer vocational two year degrees or certificates or trade schools. Tribal members may not receive more than twenty-four (24) months of full time training, however Registered Nursing students may receive no more than thirty-six (36) months of training. This opportunity helps develop their potential and prepare them for employment. Success depends on each tribal member's motivation, dedication, and self-discipline.

This handbook will govern all students/trainees who receive financial assistance from the Chippewa Cree Tribe/Stone Child College Adult Vocational Training Program. Students and trainees are encouraged to write if they would like to see any changes and additions to this handbook. All correspondence should be directed to:

Adult Vocational Training Program
8294 Upper Box Elder Rd
Box Elder, Montana 59521
Telephone (406) 395-4785
Fax (406) 395-5017

ELIGIBILITY FOR AVT

1. Must maintain satisfactory progress and maintain the required credit load and grade point average of 2.00 or higher. If the institution does not have academic standards, the-Director of Tribal Scholarship Programs or HEP/AVT Coordinator will evaluate student's academic record to determine if the student has met the minimum grade point average.
2. Must follow the institutional academic, financial, and conduct guidelines.
3. Must not be in federal student loan default and/or not on federal student aid suspension or academic suspension.
4. Priority funding system will be used to determine who will be funded.
 - A. Enrolled Rocky Boy Chippewa Cree Tribal members.
 - B. Must be a resident of the Rocky Boy's Indian Reservation or reside within the boundaries of the Rocky Boy's Indian Reservation.
 - C. High School graduate or successfully completed the GED or the HiSET.
 - D. Attend training in occupational areas designated designed a priority by Tribal economic development plan.
 - E. Must be between the ages of 18 and 35 years of age.
5. Priority will also be assigned according to the following criteria:
 1. FIRST PRIORITY – Continuing students/trainees, who received AVT funding the prior quarter/semester, who are renewing their application, to earn their certificate during the upcoming academic year. Provided, the student/trainee has not used up the maximum number of services allowed, and is in good financial aid and academic standing.
 2. SECOND PRIORITY – Students/trainees residing on the Rocky Boy's Indian Reservation who have not received a prior service.
 3. THIRD PRIORITY – New Students/trainees graduating high school seniors who reside on the Rocky Boy's Indian Reservation.
 4. FOURTH PRIORITY – Applicants who have had one prior AVT service in good financial aid and academic standing with the AVT Program and the institution they are attending.
 5. FIFTH PRIORITY – Former AVT recipients who were terminated from the program for not maintaining academic requirements, must verify funding their own education for one quarter/semester and of earning required grades, must not have used up services allowed by program, must be financial aid eligible from the institution they are to attend, and have a complete AVT file.
 6. SIXTH PRIORITY – Late applicants who did not meet the first deadline date of March 31, but, completed their file by the final deadline date of June 30th.

APPLICATION PROCESS

The application is submitted entirely online at stonchild.edu. The applicant must upload all of the following application documents before award of funds will be considered:

Submit by March 31 – (first deadline date):

1. Application for Adult Vocational Training (AVT) Program
2. Verification that Federal Financial Student Aid has been applied for (PELL grant)

Submit by June 30 - (second and final deadline date):

3. Needs Analysis (budget from the financial aid office, at the institution you plan to attend and signed by the financial aid officer)
4. Official Letter of Acceptance (from the admissions office)
5. Chippewa Cree Tribal Enrollment Certification
6. High School Grade Transcripts or Passing GED or HiSET Scores
7. College Grade Transcripts (from **all** colleges attended)
8. FERPA/Release/Disclosure Form (signed)
9. Handbook Tear Out Page (signed)
10. Personal Letter of Interest (include major and plans upon completion of training)
11. Education Plan/Plan of Study

CONTINUING APPLICANTS

Submit by March 31

1. Application for AVT
2. Verification that Federal Financial Student Aid has been applied for (PELL grant)

Submit by June 30th (second and final deadline)

3. Needs Analysis
4. College Grade Transcripts (from all colleges attended)
5. FERPA/Release/Disclosure Form (signed)
6. Handbook Tear Out Page (signed)
7. Updated Education Plan/Plan of Study

INCARCERATED APPLICANTS

Applicants under the jurisdiction of tribal, state or federal penal institutions are **ineligible** to receive funding while they are incarcerated.

SELECTION OF APPLICANTS

The Stone Child College Board of Directors approves student/trainee funding. The board considers applicants with completed files only.

MAXIMUM MONTHS

AVT funding will not exceed twenty-four (24) months for one training service per tribal member. This means a training period cannot be more than twenty-four (24) months to earn a certificate. AVT funding for Registered Nurse training will be available up to thirty-six (36) months. An extension may be granted by the Stone Child College Board of Directors. Approval will be based on documentation submitted by the student/trainee making request for an extension.

NOTIFICATION OF AWARDS

The applicant will be notified by letter after the Stone Child College Board of Directors approves funding. The applicant who is approved for funding must respond to the award letter within two (2) weeks to accept or reject the award.

The award is based on the academic year and APPLICATIONS WILL NOT BE ACCEPTED FOR THE SPRING SEMESTER.

CLASS SCHEDULE

The awarded student must submit their class schedule for each term which must be for 12 credits or more. It is recommended that the student carry and complete more than the allowed 12 credits per quarter/semester. A minimum of 9 credits per semester must be core credits required in their major with the remaining three credits in elective credit requirements.

SCHOOL BILL

The student must submit their bill to the Adult Vocational Training Program before the end of September and the end of January for Spring Semester, the end of October for Fall Quarter, end of January for Winter Quarter and end of April for Spring Quarter which should show a zero balance. If the student owes for tuition/fees, books, and/or dorm/family housing costs they must make payment arrangements with the school.

FINANCIAL ASSISTANCE FOR STUDENTS/TRAINEES

Adult Vocational Training Program awards are supplemental funding and based on "Financial Need." Students/trainees must apply and complete the Federal Student Aid application. Verification that financial aid has been applied for is required and must be submitted to the AVT Program by March 31. It is the applicant's responsibility to make sure that the financial aid application is processed to the PELL Processing Center.

PAYMENT SCHEDULE

Fall Quarter monthly payments will be October, November, and December.

Winter Quarter monthly payments will be January, February, and March.

Spring Quarter monthly payments will be April, May, and June.

Fall Semester monthly payments will be September, October, November and December.

Spring Semester monthly payments will be January, February, March, April, May.

Summer Session monthly payments will be on a case by case basis.

DISBURSEMENTS

All student funding will be mailed to the financial aid offices at the school the student attends by the first week of each month. The financial aid office or cashier will disburse the Adult Vocational Training Program payments to the Higher Education Program recipient. The checks will be made payable to the student unless they request their check be made to the institution they attend. If a student shows a statement from their institution with a zero balance, they may request, in writing, that their monthly checks be mailed directly to them.

Stone Child College students will be paid on a monthly basis, the checks will be made payable to the student. Stone Child College's Business Office will disburse the payments.

CREDIT LOAD

The AVT student must carry and earn the following:

1. FRESHMEN must successfully complete 12 credits or more with a 2.00 grade point average or higher per term. A minimum of 9 credits per semester must be core credits in their major with the remaining three credits in elective requirements.
2. SOPHOMORE must successfully complete 12 credits or more with a 2.00 grade point average or higher per term. A minimum of 9 credits per semester must be core credits in their major with the remaining three credits in elective requirements.
3. If an institution does not have the above standards, the Adult Vocational Training Program Director and/or Scholarship Officer will evaluate students' academic record to determine if the students have met a minimum credit load of a "C" or 2.0 grade point average.

GRADES

MIDTERM GRADES – must be submitted before the third monthly payments will be released to the institution for the student/trainee.

GRADE REPORT – must be submitted within two weeks after Fall Quarter/Semester and Winter Quarter ends.

GRADE TRANSCRIPTS – must be submitted within two weeks after Spring Quarter/Semester ends.

PENALTY FOR NOT SUBMITTING GRADES

If the student does not submit grades after Fall Quarter/Semester, the AVT funds that the student were to receive for the next term will be terminated.

PENALTY FOR LATE SUBMISSION OF GRADES

If the student/trainee is late submitting grades, the AVT funding will be placed on hold until the grades are submitted to the Scholarship office.

SUMMER SCHOOL

Summer School funding (if funds are available) only in the following cases:

Students/trainees who received AVT funding the prior term needing credits/training to graduate at the end of that summer or during the fall term immediately after the funded summer term, or if the necessary classes for graduation are only offered in the summer.

PROBATIONARY STUDENT STATUS

A student will be placed on probation for one (1) quarter/semester for failure to comply with the regulations and responsibilities set forth in the Adult Vocational Training Program Student Handbook. This includes, but is not limited to the following:

Read, understand and sign the Adult Vocational Training Program Tear Out Page of policies and procedures.

Be a full-time student earning a minimum of 12 credits or more with a 2.00 grade point average or higher per quarter/semester.

Submit midterm or current grades as required.

Submit grade reports and transcripts within **two (2) weeks** after the term ends.

Notify the Adult Vocational Training Program immediately upon rejecting approved funding.

Report immediately of any changes of personal status (marital status, name, address, income, etc.) to the Adult Vocational Training Program and financial aid office.

Providing false or misleading information shall warrant termination of Higher Education Program funding.

If the student is on probation for a GPA lower than 2.0 or a credit load of less than twelve (12) credits, they will be required to turn in a monthly grade report showing passing grades (2.0 GPA) before their check will be released. If at the end of the initial probationary period the student is still not in compliance with the handbook regulations, their funding will be terminated.

TERMINATION OF FUNDING

The Adult Vocational Training Program student will be placed on termination status if the student fails to maintain policy minimum requirements in two (2) consecutive quarters/semesters. If terminated, the student must fund their own education through other resources for one (1) quarter/semester and complete 12 credits or more with a 2.00 grade point average or higher, then reapply for funding. The student will be terminated if:

1. Fails to maintain the required number of credits and grade point average per class level per term (12 credits or more and a minimum 2.0 GPA every term).
2. Fails to submit midterm/current or quarter/semester grades as required. Midterm/current grades must be submitted before the third monthly payment will be released. Quarter/Semester grades must be submitted within two weeks after the end of each quarter/semester.
3. Does not follow the institution's academic and conduct guidelines and is suspended by that institution.
4. A student/trainee who plans to withdraw must notify the Scholarship Office staff before withdrawing of his/her reason for withdrawal. The student/trainee must submit documentation to continue funding the following quarter/semester, if documentation falls under one of the following:
 - A. Medical reasons – must have medical statement verifying student/trainee should not attend school, dates that student/trainee should not be attending, and signed by the student/trainees' physician.
 - B. Personal – in letter form describing personal reason(s) such as death in the immediate family causing excessive stress, etc.
 - C. Military – the student is fulfilling obligations to any branch of the military on active duty or active reserve.

- D. Other reasons for withdrawal – the student/trainee will be allowed to reapply for Adult Vocational Training Program funds for the following academic year and will be considered for funding if the student/trainee has shown satisfactory progress in school or has paid back/not received funding for quarter/semester of withdrawal.

Failure to notify the Adult Vocational Training Program before withdrawing from classes or decreasing credit load below 12 credits will result in termination of funding and may be required to reimburse the funds to the Adult Vocational Training Program before consideration can be given for future funding.

APPEAL SYSTEM

1. A student/trainee terminated from the Adult Vocational Training Program will be notified by mail.
2. The terminated student/trainee may appeal in writing to the program director. The appeal to the program director must be within ten (10) calendar days from the date of termination letter.
3. The program director shall rule on the decision within ten (10) calendar days from the date of the student/trainee appeal letter.
4. If the termination is upheld by the program director, the student/trainee may appeal to the Stone Child College President within ten (10) calendar days from the date of denial letter from the program director.
5. If a student is not satisfied with the college president's decision they may appeal to the Stone Child College Board of Directors, who will rule on the decision within thirty (30) calendar days from the date of the appeal letter from the student/trainee. This decision will be final. Students/trainees only, have the right to appeal.

APPEAL SYSTEM CHART

- I. Stone Child College Adult Vocational Training Program Director, 8294 Upper Box Elder Rd, Box Elder, Montana 59521, telephone number (406) 395-4269, Fax number (406) 395-5017.
- II. Scholarship Appeal Board:
 1. Director of the Adult Vocational Training Program.
 2. Stone Child College President
 3. Stone Child College Board of Directors

AVT APPLICANT MUST CONTACT AND COMPLETE FILES WITH

FINANCIAL AID OFFICE

The AVT applicant must complete the application process for the Financial Aid Office at the institution applicant plans to attend, submit application items such as:

1. Federal Student Aid Application
2. Income Tax Copies from previous year
3. Proof of tribal enrollment
4. Any other items requested by that office

ADMISSIONS OFFICE

The AVT applicant must complete the application process for the Admissions Office at the institution the AVT applicant plans to attend, such as:

1. Uniform application for admission to an accredited College/Universities
2. Immunization Records
3. Official High School grade transcripts, HiSET or GED scores
4. Official College grade transcripts from all colleges previously attended
5. ACT, SAT, COMPASS or TABE test scores
6. The application fee is the responsibility of the AVT applicant
7. Any other application items requested by the Admissions Office

RESIDENCE LIFE

1. Application for dorm or family housing
2. Any other items required by the Housing Office
3. Deposits are the responsibility of the AVT applicant

NOTICE

Adult Vocational Training Program funding is to supplement the student's/trainee's other education/training funding. The AVT funds are not to be considered as the primary source of funding. The AVT applicant must apply for other sources of funding.

REVISION OF MANUAL

I, the undersigned as Chairman of the Stone Child College Board of Regents of the Rocky Boy's Indian Reservation, Montana, do hereby certify that the Stone Child College Scholarship Board of Directors is composed of 9 members of whom six (6) constituting a quorum were present at the meeting thereof, duly and regularly called, noticed, convened and held this 30th day of May 2023, and that the foregoing Student Handbook was adopted by the affirmative vote of five (5) for, zero (0) opposed, and that approval of Student Handbook has not been rescinded in any way,



Signature of Chairman of SCC Board of Directors



Date

Date:

First Reading October 27, 2001

Revised January 22, 2002

Revised October 31, 2014

First Reading: March 28, 2023

Second Reading: April 25, 2023

Third Reading: May 30, 2023

ADULT VOCATIONAL TRAINING PROGRAM HANDBOOK TEAR OUT PAGE

I, _____ have read and understand the Adult Vocational Training Program Student Handbook of the Chippewa Cree Tribe/Stone Child College. I understand that I must adhere to all rules and regulations outlined within the Adult Vocational Training Program and the institution I will attend in order to be considered for funding. I also understand that it is my responsibility to submit all required paper work to the Scholarship Office before the deadline dates prescribed. I understand that if I do receive funding, the funding will be picked up at the Financial Aid Office at the institution I will be attending. I further understand it is my responsibility only (not my parents, spouse or anyone else). Therefore, any inquiries concerning funding will be made by me only and are not to be discussed with any of my relatives, friends or in-laws.

Signature of Applicant

Date

Rev 2023