CHIPPEWA CREE TRIBE OF ROCKY BOY'S INDIAN RESERVATION

STONE CHILD COLLEGE
GRADUATE SCHOLARSHIP PROGRAM HANDBOOK

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INTRODUCTION

The Chippewa Cree's Graduate Scholarship Program provides funding for Chippewa Cree Tribal members of the Rocky Boy Indian Reservation.   The tribal members must be in graduate programs and attend accredited institutions. The Chippewa Cree Graduate Scholarship Program has stipulated conditions for students and awards will vary in amounts. The funding will assist the student in meeting their educational goals, to develop leadership skills, and to increase their employment opportunities which will meet the tribes economic, social and cultural goals. By accepting a Chippewa Cree Graduate Scholarship, the individuals must agree to work within the Rocky Boy's Indian Reservation, preferably for the Chippewa Cree Tribe, for a minimum of two years for each year of funding received. This is if employment is available in their respective fields.

This handbook will govern all graduate students who receive financial assistance from the Chippewa Cree Tribe Graduate Scholarship Program. Students are encouraged to write if they would like to see any changes and additions to the criteria. All correspondence should be directed to:

Stone Child College
Chippewa Cree Graduate Scholarship Program
8294 Upper Box Elder Rd
Box Elder, Montana   59521
Telephone (406) 395-4785
Fax (406) 395-5017

ELIGIBILITY:

1. Must be an enrolled member of the Chippewa Cree Tribe of the Rocky Boy's Indian Reservation.
2. Must have received a Bachelor Degree
3. Must be federal student aid eligible. Students in loan default or financial aid suspension are not eligible.
4. Commitment to working for the Chippewa Cree Tribe upon completion of degree.
5. Must be pursuing a Graduate Degree. This program will not provide funds for a second Bachelor Degree or second Master's Degree.
6. Must maintain institution's academic requirements or higher per quarter/semester.
7. Must complete the program application according to application deadline dates.

SELECTION OF APPLICANTS:

The Stone Child College Board of Directors will approve graduate funding. The board considers applicants with completed files only.

PRIORITITES FOR FUNDING

PRIORITY will also be assigned according to the following criteria:

Priority One (1)　　Graduate students who received a Chippewa Cree Tribal Graduate Scholarship the prior quarter/semester in good academic and financial aid standing, renewing their application.

Priority Two (2)　　Beginning Graduate Students who have never received a Chippewa Cree Tribal Graduate Scholarship.

Priority Three (3)　　Former Graduate Student recipients, in good standing with the program and institution last attended.

TRIBAL EMPLOYMENT

In consideration for this financial award, the recipient agrees to perform a period of obligated employment with an entity of the Chippewa Cree Tribe. By accepting a Chippewa Cree Graduate Scholarship, the individuals must agree to work within the Rocky Boy's Indian Reservation, preferably for the Chippewa Cree Tribe, for a minimum of two years for each year of funding received. This is if employment is available in their respective fields.

APPLICATION DEADLINE DATES:

March 31 – first application deadline date:

1. Submit the Tribal Graduate Scholarship application found online at stonechild.edu in the scholarship section.

2. Submit **copies of Financial Aid Application -** Graduate students in a teaching credential program may also qualify for a Pell Grant; verification that FAFSA was completed.

June 30 – second and final deadline date

3. **Needs Analysis (budget)** – to be completed and signed by the financial aid office at the school the applicant will attend.

4. **Acceptance letter from accredited graduate program**

5. **Chippewa Cree Tribal enrollment verification**

6. **College Grade Transcripts from <u>all</u> colleges attended –** Transcript must show graduation with bachelor's degree.

7. **FERPA/Release of Information/Disclosure form –** signed and submitted to Scholarship Coordinator.

8. **Personal Letter of Interest –** include college major and plans upon earning a college degree and willingness to work for the Chippewa Cree Tribe.

9. **Academic requirements** from the institution you plan to attend which should include, for full-time graduate student status, number of credits and minimum grade point average student is required to earn per quarters/semester.

10. **Education Plan** (must be signed by your college advisor).

11. **Agreement Form (Commitment to Work) –** signed and submitted to Scholarship Coordinator.

12. **Tribal Graduate Scholarship Program Terms form** – signed and submitted to Scholarship Coordinator.

GRADUATE PROGRAM APPLICATION PROCESS:

1. Submit completed application
2. Submit federal student aid eligibility

3. Submit Chippewa Cree Tribal Enrollment Certification

4. Submit Official Letter of Acceptance from an accredited Graduate Program

5. Submit Official Needs Analysis (budget) signed by the financial aid officer.

6. Submit Official College Grade Transcripts showing Bachelor Degree

7. Submit signed FERPA/Release/Disclosure form

8. Submit signed Program Terms form

9. Submit Letter of Interest

10. Submit Education Plan (signed by academic advisor)

11. Submit signed Commitment to Work Form (which states you will work for the Chippewa Cree Tribe after earning a Graduate Degree). Be specific as to where you would prefer to work, and what position. Examples: Tribal Attorney at Natural Resources or Doctor of Medicine at the Chippewa Cree Clinic.

12. Submit written academic requirements from the institution you plan to attend which should include, for full-time graduate student status, number of credits and minimum grade point average student is required to earn per quarters/semester.

APPLICATION PROCEDURES FOR CONTINUING STUDENTS

March 31– first application deadline date:

1. Submit the **Tribal Graduate Scholarship Application**

2. Submit **copies of Financial Aid Application -** Graduate students in a teaching credential program may also qualify for a Pell Grant; verification that FAFSA was completed.

June 30 – second and final deadline date

3. **Needs Analysis (budget)** – to be completed and signed by the financial aid office at the school the continuing applicant will attend.

4. **College Grade Transcripts –** must be to the end of spring term grades, which must show passing grades and the number of credits according to institutions academic requirements for full time status.

5. **FERPA/Release of Information/Disclosure form –** signed and submitted to the program coordinator.

6. **Tribal Graduate Scholarship Program terms form** – signed and submitted to the program coordinator.

7. **Commitment to Word form** – signed and submitted to the program coordinator.

8. **Personal Letter of Interest** – include college major and plans upon earning a college degree and willingness to work for the Chippewa Cree Tribe.

9. **Education Plan** –The plan must show all courses completed and the courses needed to earn a Masters, Juris Doctorate or Doctorate Degree, it must be signed by a college advisor and must show your estimated graduation date.

If a continuing student plans to transfer to another accredited post-secondary institution, they must submit a college acceptance letter and a budget from that school. Continuing students must meet both deadline dates and must complete their files by the final deadline date.

APPLICATION PROCESS FOR SUMMER FUNDING

Summer funding is contingent on the availability of funds. Summer funding is only for college seniors who are currently receiving funding and who will graduate at the end of the summer or end of the upcoming fall quarter/semester or spring quarter/semester.

Application items due by April 1

1. Tribal Graduate Scholarship Program Application
2. Needs Analysis (budget) for Summer
3. Class Schedule for Summer
4. College Grade Transcripts
5. FERPA/Release/Disclosure Form (signed)
6. Personal Letter requesting summer funding and stating why the summer term is necessary
7. Written verification of student's graduation date

INCARCERATED APPLICANTS

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

GRADE REPORTS/TRANSCRIPTS:

The graduate student/recipient must submit grade reports after each quarter/semester ends. Submit academic year grade transcripts at the end of spring term.

Continued funding will not be processed until grades are submitted or if grades do not meet the institutions minimum graduate requirements.

MAXIMUM TERMS OF FUNDING:

Scholarships are available for students for a maximum of three (3) academic years, six (6) semesters or nine (9) quarters to complete a Graduate Degree. **An extension may be granted by board action**

only under special circumstances upon review of academic records and reasons(s) of student making written request for an extension.

The Graduate Program will not consider further funding for a second Master's Degree, but the Graduate Program will consider funding for a Juris Doctorate or Doctorate Degree if the applicant has not received prior funding from the program.

MAXIMUM FUNDING PER TERM:

Full-time semester	$3,000.00	* Based on institution credit load and grade point average requirements per term
Full-time quarter	$2,250.00	* Based on institution credit load and grade point average requirements per term.
Half-time	$1,500.00	* Based on institution credit load and grade point average requirements for part-time students per term.
Less than Half-time	$750.00	* Based on institution credit load and grade point average requirements for less than half-time students per term.

*Graduate school credit load requirements vary, some schools require full-time students to carry and earn eight (8) to nine (9) credits per semester, some at 12 to 17 credits, and some require 14 to 17 credits all with at least a 2.00 GPA. Some institutions required a 3.00 grade point average. All students applying for graduate funding must provide the institutions written policies for full-time minimum credit load and minimum grade point average required for graduate students, as part of the application process.

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 the number of credits required to be considered full time, per institution's academic requirements.

SCHOOL BILL

The student must submit their bill to the Tribal Graduate Scholarship 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.

METHOD OF SCHOLARSHIP PAYMENT:

The total award will be made payable to the student at the beginning of the term. The student will inform the Scholarship Office staff if he or she will pick up the payment or if it is to be mailed to their residence. Payments will not be requested for processing until quarter/semester grades are submitted for continuing graduate students.

SCHOLARSHIP RECIPIENT RESPONSIBILITIES

1. Complete the Tribal Graduate Scholarship Program application by deadline dates.

2. Read, understand, and sign the Graduate Scholarship Handbook and Program Terms for the policies and procedures. The applicant must ask questions if the policies and procedures are not clearly understood.

3. Submit from the institution you plan to attend their academic rules and regulations required of full-time students. The rules and regulations must show number of credits a full time student is required to carry and the required GPA (such as nine (9) credits for full time students with a 3.00 grade point average per semester.

4. Pursue a Masters, Juris Doctorate or Doctorate Degree from an accredited institution.

5. Use Tribal Graduate Scholarship Program funding specifically for education related expenses. Any mismanagement of funds shall be subjected to review and possible termination.

6. Report immediately any change of personal status (such as marital status, name change, income change) to the Tribal Graduate Scholarship Program and to the financial aid office.

7. Notify the institution and the Tribal Graduate Scholarship Program of any intention to withdraw from school. Only upon the approval of this office on reasons for withdrawal shall future assistance be continued.

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

SUSPENSION/TERMINATION RULE:

A student may be suspended/terminated from the Chippewa Cree Tribal Graduate Program, if he or she is:

1. Suspended from the institution they attend for academic or financial aid reasons.

2. Fails to maintain the credits and grade point average required by the institution they attend.

3. Fails to adhere to any policy of the Chippewa Cree Tribal Graduate Program.

4. Provides any type of false or misleading information.

5. Does not submit grade reports in a timely manner.

APPEAL SYSTEM

Student or Applicants

1. The student will be notified by mail of funding denial or termination.

2. The student or applicant may appeal in writing to the program director within ten (10) calendar days from the date of the denial or termination letter.

3. The program director will respond within ten (10) calendar days from the date the appeal letter is received.

4. If the suspension, termination, denial is upheld by the program director, the student may appeal in writing to the Stone Child College President within ten (10) calendar days from the date of the letter upholding the decision.

5. If the student is not satisfied with the President's decision, they may appeal in writing to the Stone Child Board of Directors within ten (10) calendar days of the date of the letter of denial.

6. The Stone Child Board of Directors will rule on the decision within thirty (30) calendar days of receipt of appeal. This decision is final. **Only** the student has the right to appeal.

APPEAL SYSTEM CHART

Stone Child College, Director, Chippewa Cree Graduate Scholarship Program, 8294 Upper Box Elder Rd., Box Elder, Montana 59521, telephone number 406-395-4875, fax # (406) 395-5017.

APPEAL BOARD

1. Director, Graduate Scholarship Program
2. Scholarship Coordinator
3. Stone Child College President
4. Stone Child College Board of Directors

REVISION OF MANUAL

I, the undersigned, as Chairman of the Stone Child College Board of Directors of the Rocky Boy's Indian Reservation, Montana, do hereby certify that the Stone Child College Board of Directors is composed of nine (9) members of whom (6) members 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 Chippewa Cree Graduate Student Handbook was adopted by the affirmative vote of five (5) for, zero (0) opposed; and that said approval of Graduate Student Handbook has not been rescinded in any way.

_____   5-30-23
Signature of Chairman of SCC Board of Directors   Date

Date:
First Reading: April 24, 2001
Second Reading: October 27, 2001
Third Reading: January 22, 2002
Revised   October 31, 2014
First Reading: March 28, 2023
Second Reading: April 25, 2023
Third Reading: May 30, 2023

APPENDIX

Tribal Graduate Scholarship Program Terms
Chippewa Cree Tribal Graduate Scholarship Program Agreement Form
Authorization to Release Information

Stone Child College/ Chippewa Cree Tribe
Tribal Graduate Scholarship Program Terms

The applicant must submit the following by the first deadline date of March 31:
1. Tribal Graduate Scholarship Program online application
2. Verification of financial aid application for academic year applying for funds.

The applicant must submit the following to complete the application process by the final deadline date of June 30th:
3. Needs analysis (budget) filled out and signed by financial aid office at college that will be attended during award year.
4. Official college acceptance letter for award year.
5. Chippewa Cree Tribal enrollment verification.
6. Complete college grade transcripts showing a bachelor's degree has been earned.
7. Release of information form signed.
8. Personal letter of interest.
9. Academic rules and regulations from the institution you plan to attend.
10. Education Plan (must be signed by your college advisor).
11. Agreement form (signed)
12. Tribal Scholarship Program Terms

The scholarship recipient shall:
1. Submit from the institution you plan to attend, their academic rules and regulations required of full-time students. The rules and regulations must show number of credits a full time student is required to carry and the required GPA (such as nine (9) credits for full time students with a 3.00 grade point average per semester.
2. Submit an official grade report at the end of each term and an official grade transcript at the end of the academic year.
3. Pursue a Masters, Juris Doctorate or Doctorate degree from an accredited institution.
4. Notify the Tribal Graduate Scholarship Program immediately upon refusing funding.
5. Be terminated from the Tribal Graduate Scholarship Program if he or she fails to meet academic requirements.
6. Be terminated from the Tribal Graduate Scholarship Program if he or she is suspended from any college/university.
7. Be terminated from the Tribal Graduate Scholarship Program if the student provides any type of false information.
8. Use Tribal Graduate Scholarship Program funding specifically for education related expenses. Any mismanagement of funds shall be subject for review and possible termination.
9. Tribal Graduate Scholarship Program applications received before or by March 1 will receive priority for funding consideration.
10. Report immediately any change of personal status (such as marital status, name change, income change) to the Tribal Graduate Scholarship Program and to the financial aid office.
11. Notify the institution and the Tribal Graduate Scholarship Program of any intention to withdraw from school. Only upon the approval of this office on reasons for withdrawal shall future assistance be continued.

I,_____, on _____/_____/_____acknowledge the conditions stipulated in the terms above and the terms found in the Stone Child College/Chippewa Cree Tribal Graduate Scholarship Program Student Handbook and will be bound by the responsibilities and consequences thereof upon approval of the application.

_____   _____
Signature of Applicant   Date

Chippewa Cree Tribal Graduate Scholarship Program Agreement Form

If my application for Chippewa Cree Tribal Graduate Scholarship funding is approved and if I accept the funding, I agree to work for the Chippewa Cree Tribe or Stone Child College for one (1) year for each quarter/semester of funding I receive. This is if employment in my field of study is available:

_____   _____
(Student Signature)   (Social Security Number)

_____   _____
(Student Address)   (Telephone/Cell Number)

_____   _____
(City, State, Zip Code)   (Date)

_____   _____
(Email Address)   (Message Number)

_____   _____
(Witness)   (Print Name)   (Date)

_____   _____
(Witness)   (Print Name)   (Date)