Waganakising Odawak

Little Traverse Bay Bands of Odawa Indians

Office of the Tribal Chair

7500 Odawa Circle, Harbor Springs, Michigan 49740

Phone 231-242-1401 • Fax 231-242-1411

MICHELLE CHINGWA EDUCATION ASSISTANCE SCHOLARSHIP REGULATIONS REG-WOS 2014-010-121014-001

I. ELIGIBILITY

A. The Michelle Chingwa Education Assistance Act was enacted to enable present and future generations of Waganakising Odawak to obtain post-secondary educational opportunities.

B. To be eligible for this scholarship the student must:

1. Be an enrolled citizen of the Tribe
2. Be enrolled in the educational institution for which the scholarship is being applied
3. Maintain a 2.0 GPA overall (subject to appeal)
4. Have applied for other available financial aid and scholarships (i.e. the Pell Grant)

II. APPLICATION

A. Students must submit a completed application packet to apply for the MCEA scholarship, which includes the following: MCEA application, Release of Information form, and the FAFSA confirmation page, prior grade report(s) for the last semester attended (reflecting cumulative GPA) and the last semester awarded (reflecting awarded MCEA scholarship). First time Michelle Chingwa Education Assistance Scholarship applicants must submit a photo copy of their Tribal ID.

B. The continuation of a student's scholarship funding for subsequent semesters during an academic year is contingent on the submission of a new course schedule for the upcoming semester, and grade report for the previous semester. The grade report must show the student currently has a minimum 2.0 GPA.

III. DEFINITIONS

A. **Education Appeals Board:** means the body nominated by the Executive and appointed by Tribal Council who handles the MCEA Appeals and Hearings.

B. **Education Department:** means the LTBB Education Department that is overseen by the Executive.

C. **Enrollment Verification Form:** means a form provided by the LTBB Education Department to the student(s) who have the institution where they attend complete their portion and return it to the LTBB Education Department.

D. **Executive:** means the Tribal Chairperson or his/her designee.

E. **FAFSA:** means "Free Application for Federal Student Aid".

F. **FAFSA Confirmation Page:** means a record provided to the student by www.fafsa.gov that confirms the completion and submission of their FAFSA application.

G. **GPA:** means a student's Grade Point Average reported by an institution on a student's transcript and/or a grade report.

H. **LTBB:** means The Little Traverse Bay Bands of Odawa Indians or the "Tribe".

I. **MCEA:** means Michelle Chingwa Education Assistance.

J. **Release of Information Form:** means a form provided by the LTBB Education Department that the student completes that gives the department permission for 3rd party communication with the institution.

IV. DISTRIBUTION OF SCHOLARSHIP

A. Students will be allowed one (1) award per semester, which shall be awarded to any eligible student, who applies prior to the established deadlines as defined in WOS 2007-005 Section III, Application (C)(a)(i-iv).

B. A student's scholarship award will be calculated at the credit rate established by the (MCEA) statute for each classification and according to the student's submitted application and schedule. For calculation purposes, a student may only receive funding for up to 18 credits for

undergraduate courses (class 1, 2, 3 or 5) **OR** receive funding for up to 12 credits for graduate courses (class 4); or a combination of both not to exceed 18 credits total. If a student is taking both undergraduate and graduate courses, the student may choose which credits they want to apply the award to, but the total amount of credits awarded shall not exceed 18 credits.

C. Scholarship awards will be distributed directly to the institution unless the student provides acceptable proof to the Education Department that their MCEA scholarship will reduce other financial aid awards, in which case the Education Department will distribute the scholarship directly to the student.

D. The scholarships will be distributed in one (1) installment each semester.

E. Each student is responsible for submitting an original Enrollment Verification Form to the Education Department prior to the last day of the student's enrolled semester. In the event that a student does not submit an original Enrollment Verification Form prior to the last day of the student's enrolled semester and applies for continued funding, either within the same academic year or for a subsequent academic year, the Education Appeals Board shall make a determination regarding the student's continued funding.

F. Students must submit grade reports for the previously awarded semester(s). If necessary, adjustments will be made for any credits dropped, withdrawn or deemed ineligible according to the GPA guidelines.

G. All applications must be submitted by hand delivery, email, fax or postmarked by the deadlines set forth in the MCEA to be considered timely. Pursuant to WOS 2007-05, MCEA Section III(C)(d) and (e), applications submitted after the deadlines shall be classified as ***late.***

H. It is at the discretion of the Education Appeals Board to determine on a case-by-case basis whether funding will be awarded in the case of a late application submission provided the student submits an appeal form in accordance with the MCEA regulations.

I. If a student's application is late for one (1) semester that shall not impact a timely application made in another semester.

V. SCHOLARSHIP LEVELS

A. The Executive shall post the scholarship levels on the Tribal website under Executive Directives and in the Tribal newsletter. Scholarship information

shall be made readily available to students through the Education Department.

VI. APPEAL PROCESS AND RESTRICTIONS

Tribal Citizens may only appeal MCEA award denials made by the Education Department based on GPA status, scholarship award adjustments, lost or missing Enrollment Verification Forms, or late submission.

A. Tribal Citizens who wish to appeal a denial or adjustment must submit an Appeal Form provided by the Education Department.

B. The Tribal Citizen must submit their appeal in person or postmarked within fifteen (15) business days from the date of receiving the notice of denial or adjustment.

C. The Tribal Citizen has the right to attend and speak at the Appeal Hearing. The Appeal Form shall contain a checkbox for the student to indicate whether they will be attending the Appeal Hearing or that they waive their right to attend the hearing. This box ***must*** be checked either "yes" or "no". This checkbox determines when the hearing will be held. Additionally, the form will require that the student provide ***current*** contact information, email, phone number (cell or message number), and/or address, so the student can be contacted in an expedient manner regarding their appeal and hearing.

D. All appeals shall be addressed to: "***The Education Appeals Board c/o Tribal Chairman's Office***, 7500 Odawa Circle, Harbor Springs, Michigan 49740."

E. Upon receiving an Appeal Form, an Appeal Hearing shall be held within ten (10) business days. Appeals shall be closed only at the request of the student requesting the appeal.

F. When making a determination in an appeal process regarding the 2.0 GPA status, the Education Appeals Board shall either:

1. Grant the appeal and place the student on probation, for a period determined by the Education Appeals Board. If the appeal is granted and the student is placed on a probationary period, the probationary period is clearly indicated in the determination letter.

OR

2. Deny the appeal.

F. Students who are granted a probationary period:

1. Must reach a 2.0 cumulative GPA by the end of their designated probationary period.

2. Must maintain academic progress, as reflected in a semester GPA report.

3. May appeal in subsequent semesters.

G. After a determination has been made by the Education Appeals Board, the Commission Chairperson, or the Chairperson's designee, shall attempt to personally contact the Tribal Citizens as to the outcome of their appeal. In all cases, the Education Appeals Board shall notify the Tribal Citizen by mail within ten (10) business days and the Education Department will be copied on the letter.

H. All decisions by the Education Appeals Board are final within the Executive Branch.

I. In order for the Education Department to consider funding students for a course more than twice, the student must provide acceptable proof, as defined in Section V(I)(1) below in these regulations, to the Education Department that they need to take the class over to complete a degree requirement. No student may be funded for the same class more than three (3) times.

VI. REPORTING

The following reports shall be submitted to Tribal Council:

A. Three (3) summary reports for each semester's scholarships in March, July and October and a year end summary each January for all the previous year's scholarships.

B. Each report shall contain:

1. Number of students in each class of scholarships.

2. Number of semester equivalent credits or equivalent contact hours in each class of scholarship.

3. Total dollar amount of scholarships for each designated semester and the academic year.

4. Present scholarship rates and projected rates for the next school year to meet the budget for the next cycle.

5. Total number of dropped rates and adjusted rates.

6. Graduations and types of degrees received.

CERTIFICATION

As Tribal Chairperson, I approve these Michelle Chingwa Education Assistance Scholarship Regulations.

Date: 12-10-14

Regina Gasco Bentley

Regina Gasco- Bentley, Tribal Chairperson

Received by the Tribal Council Office on: 12/15/14 by: _____

As the Legislative Leader and Tribal Council Secretary, we certify that these Michelle Chingwa Education Assistance Scholarship Regulations were approved by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians at a regular meeting of the Tribal Council held on December 18, 2014 at which a quorum was present, by a vote of 7 in favor, 0 opposed, 0 abstentions, and 1 absent.

Date: 12-23-2014

Marcella R. Reyes

Marcella R. Reyes, Treasurer

Date: 12-19-14

Julie Shananaquet

Julie A. Shananaquet, Secretary