



**Waganakising Odawak**  
Little Traverse Bay Bands of Odawa Indians  
**Frank Ettawageshik, Tribal Chairman**  
7500 Odawa Circle, Harbor Springs, Michigan 49740  
Phone 231-242-1401 • Fax 231-242-1411

**MICHELLE CHINGWA EDUCATION ASSISTANCE  
SCHOLARSHIP REGULATIONS  
REG-WOS 2007-05 080809-006**

**I. 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 Student Aid Report, prior grade report(s) for the last semester attended (reflecting cumulative GPA) and the last semester awarded (reflected awarded MCEA scholarship).
- B. The continuation of a student's scholarship application for subsequent semesters during an academic year relies on the submission of a new course schedule for the upcoming semester.

**II. DEFINITIONS**

- A. **Education Appeals Board:** means the body 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 has the institution where they 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. **GPA:** means a student's Grade Point Average reported by an institution on a student's transcript and/or a report card.

- G. **LTBB:** means The Little Traverse Bay Bands of Odawa Indians or the “Tribe”.
- H. **MCEA:** means Michelle Chingwa Education Assistance.
- I. **Release of Information Form:** means a form provided by the LTBB Education Department that the student completes that gives the department permission for 3<sup>rd</sup> part communication with the institution.
- J. **Student Aid Report:** means the student’s copy of the processed FAFSA.

### III. DISTRIBUTION OF SCHOLARSHIP

- A. Students will be allowed one (1) award per semester or semester equivalent, 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)(2).
- B. 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.
- C. The scholarships will be distributed in two (2) installments each semester. The second installment is subject to adjustments for changes in a student’s original enrollment schedule. Students receiving an award for the summer semester will receive the award in one (1) full installment.
- D. Check requests for the second installment will be submitted upon receipt of an original Enrollment Verification Form, a copy of the grades for the last semester attended, and a copy of the grades for the last semester awarded. The student is responsible for submitting the requested information to the Education Department prior to the last day of the student’s enrolled semester.
- E. 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.

- F. All applications must be submitted by hand delivery 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) scholarships granted after the deadlines shall be classified as *late*. Late scholarships shall be available only to those who failed to complete their application at no fault of the applicant and provided that funds are available. The Executive shall have the authority to limit the amount of late scholarships funded during the winter and summer cycles to help project available funds for the fall cycle.
- G. It is at the discretion of the Education Department to determine on a case-by-case basis if the late application(s) are to be considered due to no fault of the student.
- H. If a student's application is late for one (1) semester that shall not impact a timely application made in another semester.

#### IV. 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.

#### V. APPEAL PROCESS AND RESTRICTIONS

Tribal Citizens may only appeal MCEA award denials made by the Education Department based on GPA status, or scholarship award adjustments due to withdrawal from a course.

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

Date: 8-8-2009

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Frank Ettawageshik, Tribal Chairperson

Received by the Tribal Council Office on: 8/8/09 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, 8-9-09 at which a quorum was present, by a vote of 7 in favor, 0 opposed, 0 abstentions, and 2 absent.

Date: 8/9/09

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Beatrice Law, Legislative Leader

Date: 8-9-09

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Regina Gasco Bentley, Secretary