



INTRODUCTION

Financial Aid describes sources of money that make it possible for you to pay for your post-secondary school expenses. It is money provided through federal and state government programs, private sources, and from school resources. Financial aid comes in various forms:

1. A grant
2. A Scholarship
3. A part-time job (College Work Study) or
4. A Loan

All are considered financial aid. Post-secondary institutions often combine this aid to offer the student a "Financial Aid Package." Steps in the financial aid process are sometimes tedious and confusing, particularly when it comes to filling out application forms, BUT DO NOT GET DISCOURAGED. BECAUSE IF YOU START EARLY AND PLAN AHEAD, YOU WILL TAKE ADVANTAGE OF ALL THE RESOURCES THAT WILL HELP YOU ACHIEVE YOUR EDUCATIONAL GOAL!

Most Tribal students attending college require some form of financial assistance in order to be able to attend the school of their choice. There are many people who are interested in helping you. **You just need to ask.**

NOTICE: THE MENOMINEE TRIBAL LEGISLATURE ADOPTED THE FOLLOWING POLICY AT THEIR SEPTEMBER 6, 2012 MEETING: "THE TRIBAL EDUCATION DEPARTMENT WILL NOT FUND FOR-PROFIT SCHOOLS (examples: U. of Phoenix, ITT, Rasmussen College, Globe U.) BECAUSE OF HIGH LOAN DEBT STUDENTS INCUR AND NON-TRANSFERABLE CREDITS."

MENOMINEE TRIBAL EDUCATION STUDENT HANDBOOK

ELIGIBILITY REQUIREMENTS:

Grants are available to adult students, who are one-fourth (1/4th) or more degree Tribally enrolled Menominee, who are accepted for enrollment or already attending an accredited College or University program, completed the Free Application for Federal Student Aid (FAFSA) and who have a definite financial need.

The Menominee Education Office administers two post-secondary funding programs:

1. **The Higher Education Program** - designed for college bound students planning to obtain a Baccalaureate degree.
2. **The Adult Vocational Training Program** - designed for students who plan on obtaining a diploma or certificate (1 year program) or Associate of Arts (2 year program) at a vocational technical/junior/Tribal college.

SELECTION CRITERIA FOR HIGHER EDUCATION:

Limited funds for higher education require difficult decisions regarding eligible students who may receive funds and those who may not. In order to eliminate any doubt how these decisions are made, a preference order has been established:

1. Continuing undergraduate students in good standing (refer to conditions on page 4).
2. New undergraduate students, first come, first served.
3. Late applicants, depending upon the availability of funds.
4. Second/spring term applicants only on projected availability of funds.

APPLICATIONS, FORMS AND DEADLINES:

FINANCIAL ASSISTANCE IS NOT AUTOMATIC! In addition to meeting eligibility and selection requirements, certain applications must be filed with the Education Office and the institution involved. Some of these applications are available at the Education Office, from high school counselors and/or institutions of higher education, they are:

1. **Free Application for Federal Student Aid (FAFSA)** - Though there is no absolute deadline, it is to your advantage to file before March 1st of each year for the fall term and August 1st if beginning the spring term! This form is filed on the Internet and must be filed every academic year.
2. **Indian Grant Application** - Complete Part 1 and return it to the Education Office. After initial filing, this application must be renewed each year.
3. **Letter of Acceptance required from the following schools:**
Haskell/U.T.T.C./I.A.I.A./S.I.P.I. Haskell students must take the ACT if under 21 years of age. Note the travel policy in effect for these students on Page 9. Policy adopted 09/04/03.
4. **Education Plan** – All students must complete an Education Plan. Continuing students update their plans only if changes are made in their programs/majors.
5. **Financial Review Form/Financial Needs Analysis** – Tribal/BIA Grants are not processed until a financial review form/financial needs analysis is received from the school the student plans to attend. This form is completed by the Financial Aid Officer at the school when the student is accepted into a program.
6. **Grade Reports/Class Schedules** - All students must submit class schedules; continuing students must submit grade reports at the end of each term before the next term's grant is processed. Submit the fall grades and spring schedule immediately upon receipt and submit the spring grades and fall schedule before July. If grade reports are not received, the next semester/term grant will not be processed.
7. **Late Grant Application Requests** - Will only be considered after grant requests received prior to deadlines have been accommodated, and then only on the projected availability of funds.

Scholarship Grants are Not a Right! The funds are to assist Indian students who demonstrate the ability to benefit from higher education and who show a definite need after all other sources of aid and income are exhausted. The maximum Tribal grant is \$2,200 per academic year for a full-time student. (12 credits or more each semester, \$1,100/semester) The maximum funding available to bachelor degree seeking students is \$13,000 total of combined part-time/full-time. *There is no student appeal option for funding beyond the maximum. (Policy adopted 8/7/97)*

CONDITIONS FOR GRANTS AND STUDENT RESPONSIBILITIES:

A student must:

1. Meet institutional requirements.
2. **Make satisfactory academic progress in their courses of study. This means maintaining a "C" average or 2.00 GPA each term (see denials).**
3. Conform to social conduct within the policies of the institution attended.
4. Use awards for school related costs. **Any costs incurred in previous years will not be paid by the Tribe nor will the Tribe repay any student loans.**

PART-TIME STUDENTS: Students carrying 5 or less credits are not eligible for financial aid.

Part-time students, 5 or less credits, are expected to complete the FAFSA (Free Application for Federal Student Aid) in order to have their books, tuition and fees covered.

REPEAT SERVICES:

Repeat services must be justified with reasonable assurance of successful accomplishment of the individual's objectives. All summaries of previous services will be evaluated as part of the consideration and if deemed necessary, referred to the Labor, Education and Training Committee for recommendation.

INCOME:

When filing financial aid applications, students must report all income, including S.S.I, TANF, General Assistance, etc. Students are encouraged to see a counselor from the Tribal Education Department to ensure they are receiving maximum financial benefits and to receive any budget counseling, if so desired.

AWARDS:

THE TRIBAL EDUCATION OFFICE DOES NOT DO YOUR BUDGET. The financial aid office at the school is responsible for determining your budget and eligibility for grants based on the information provided on the FAFSA (Free Application for Federal Student Aid).

The amount of the Tribal award/grant is according to the request received from the school.

Awards are processed on the 2nd and 4th Fridays of each month. **Awards are sent directly to the financial aid office at the school.** Each school has its own policy regarding the release of financial aid; therefore it is the student's responsibility to abide by the school's policy.

MEDICAL SERVICES:

Tribal Education will not pay for any medical services. Any medical coverage is the student's responsibility.

DENIALS:

A student may be denied funding for one or more of the following reasons:

- 1. Unsatisfactory Academic Progress - not maintaining a 2.00 G.P.A. or "C" for 1 semester. This is based on Sem. /term GPA. Not cumulative (Pol. Approved by Tribal Leg. Effective 12/03/04) Student must provide proof (grade report) that he/she has successfully completed the following semester with a 2.00 GPA or better to have funding eligibility reinstated.**
- 2. Was Previously Funded and:**
 - A. Dropped without notifying the Tribe or providing a satisfactory reason.**
 - B. Withdrew upon receipt of grants.**
- 3. Is Not a Funding Priority as defined in the Selection Criteria.**
- 4. Students whose programs are covering tuition, books and fees will not receive a Tribal/BIA grant. (Pol. Approved by Tribal Leg. Effective 12/03/04)**

IMPORTANT FACTS:

* SUMMER SESSIONS ARE GENERALLY NOT FUNDED BECAUSE OF LIMITED FUNDS. HOWEVER, CHECK WITH TRIBAL EDUCATION TO FIND OUT IF THERE ARE ANY FUNDS AVAILABLE.

*IT IS THE STUDENT'S RESPONSIBILITY TO SEE THAT WE HAVE A CURRENT INDIAN GRANT APPLICATION ON FILE AS WELL AS A RECENT GRADE REPORT.

TRAVEL for Following Schools Only:

*STUDENTS WHO DO NOT PICK UP THEIR ADVANCE ONE-WAY BUS FARE TO LEAVE FOR, OR RETURN TO, BIA HIGHER EDUCATION/TECHNICAL SCHOOLS: HASKELL, U.T.T.C., S.I.P.I OR INSTITUTE OF AMERICAN INDIAN ARTS (I.A.I.A.) WILL HAVE THEIR TRAVEL ADVANCES VOIDED. (Policy approved by Tribal Leg. 09/04/03) STUDENTS MUST NOTIFY TRIBAL EDUCATION OF THEIR TRAVEL PLANS IN ADVANCE.

TRIBAL SUPPLEMENTAL FUNDS

Only tribal supplemental funds, at a maximum of \$2,200 per academic year will be used to fund requests for Menominee students to attend colleges/universities/schools outside the USA; the requests must come from the school's financial aid office. Each request will be reviewed on a case-by-case basis.

(12/7/00 Approved by Tribal Legislature)

GRADUATE STUDENTS/TEACHER CERTIFICATION:

There are limited Tribal funds available for graduate students seeking Masters Degrees and for teachers who must maintain certification. Graduate students receiving fellowships that cover tuition, fees and book costs are not eligible to apply for these funds. (Pol. Approved by Tribal Leg. 12/03/04) Contact the Tribal Education Office for the application that includes the criteria and funding maximum. The Tribe allocates a specific dollar amount each fiscal year, therefore it is administered on a first-come, first-served basis.

GRANT REQUESTS WILL NOT BE RELEASED FOR CONTINUING STUDENTS UNTIL THEIR GRADE REPORTS ARE SUBMITTED.

APPEALS - (Please see Page 9).

Reminder: There is no appeal option for funding beyond the maximum for undergraduate students. (See page 4)



ADULT VOCATIONAL TRAINING (AVT) – TECHNICAL/VOCATIONAL COLLEGE STUDENTS

CRITERIA FOR AVT FUNDING:

1.
 - a. Those who live on or near the Menominee Reservation.
 - b. Those that live in the State of Wisconsin.
 - c. Those that live outside the State of Wisconsin.
2.
 - a. Continuing Students
 - b. New Students
 - c. Repeat Students
3. Late filing applicants subject to the availability of funds.

APPLICATION FORMS:

- 1. Indian Grant Application** - This form must be completed each year in school.
- 2. Education Plan** – All new and continuing students must complete an education plan and have it on file before grants will be released.
- 3. Free Application for Federal Student Aid (FAFSA)**- Complete as soon as possible after January. March is the recommended deadline. You must apply for aid each year.
- 4. Financial Review Form/Financial Needs Analysis** - When you have been accepted into a program and all your financial aid papers are in order, our office will receive this form which will indicate the Tribal grant request.

LENGTH OF TRAINING ELIGIBILITY:

The maximum training period for full-time (12 credits) AVT Students is 24 months. Nurse's training for full-time students is allowed 36 months.

Some students are required to attend school 12 months, depending upon the school and program. Please inform the Tribal Education Office if you are in a 12-month training program to assure that financial aid will be available. Funding is not available for summer session.

***Students are only eligible for funding to complete one (1) AA Degree within the maximum time allowed for funding.**

PART-TIME STUDENTS: (Policy adopted by Tribal Board of Education 3/18/98)

The implementation of W-2 in Wisconsin has affected many students who must work and go to school. Funding for part-time students, 6 credits or more, will be pro-rated according to the number of credits carried. Students carrying less than 6 credits are expected to file the FAFSA (Free Application for Federal Student Aid) in order to have their tuition, books and fees covered. The maximum number of months a part-time student will be funded is 48 months. If the student becomes full-time, the policy regarding full-time limits will apply, based on the projected date of program completion.

TRIBAL (BIA) GRANT:

Tribal grants are determined by the financial aid office, when your financial aid file is complete. When the Tribal grant request is received, the student's file is reviewed. The file must possess a current Indian Grant Application and recent grade report for continuing students. **Tribal grants are sent directly to the school's financial aid office.** Each school has its own policies regarding the release of financial aid therefore, it is the student's responsibility to abide by the school's policies. Tribal grants are to assist Menominee Students who demonstrate the ability to benefit from continuing education and who show a definite financial need as determined by the financial aid office, after all other sources of aid and income have been considered.

ELIGIBLE GRANT AMOUNT:

The maximum grant for AVT is \$2,200 per academic year for full-time (12 credits or more each semester) students or as recommended by the school's Financial Aid Office.

STUDENT'S RESPONSIBILITIES:

1. Payment of Advance Fees - Admissions fee, Housing deposit, Transportation costs, and any other fees necessary *before* registration.
2. Must maintain a C or 2.00 grade point average and/or make satisfactory progress.
3. Full-Time students must carry at least 12 credits per term. Withdrawals or failed classes not included.
4. Must submit grade report to Tribal Education at the end of each term/semester.
5. Most student budgets provide for medical insurance and this should be included in the budget when the financial need is determined.
6. Must file financial aid forms in a timely manner.

NO PROBATION ALLOWED:

After one (1) semester of unsatisfactory progress, *the student will be denied continued funding*. A student who does not complete a program and wishes to return to school, must provide, *in writing*, an explanation for not completing and the reason for re-applying. (Policy change effective 2/19/92)

If a student withdraws or is suspended during an academic term, the student is advised to notify the Tribal Education Office.

DENIALS:

A student may be denied funding for one or more of the following reasons:

- 1. Unsatisfactory Academic Progress - not maintaining a 2.00 GPA or “C” for 1 semester. Term GPA/not Cum. (Pol. Approved by Tribal Leg. 12/03/04)**
- 2. Was Previously Funded and:**
 - A. Dropped without notifying the Tribe or providing a satisfactory reason.**
 - B. Withdrew upon receipt of grants.**
- 3. Students whose programs are covering the cost of tuition, books and fees will not be eligible for a Tribal/BIA grant. (Approved by Tribal Leg. 12/03/04)**
- 4. Has received a bachelor’s degree.**

APPEALS PROCEDURE FOR BOTH H.E. AND A.V.T. STUDENTS:

Recognizing that procedures and requirements are not infallible, a student may appeal a denial as follows: *(Note, H.E. Student denials must be for other than funding maximum)*

- 1. Appeal the decision *in writing* to the Education Director. Upon receipt of the written appeal, which must be submitted within (1) calendar month, the denial will be submitted to the Labor Education and Training Committee. If denied by the Labor, Education and Training Committee, appeal the decision *in writing within (1) calendar month* to be submitted to the Tribal Legislature. **The decision of the Tribal Legislature is final.****

THESE POLICIES AND PROCEDURES ARE TO ENCOURAGE STUDENTS TO SERIOUSLY PLAN ACADEMIC PROGRAMS AND GOALS. WE WILL BE HAPPY TO ASSIST STUDENTS WITH APPLICATIONS AND FORMS. WE WISH STUDENTS SUCCESSFUL ACHIEVEMENT OF THEIR ACADEMIC GOALS AND ASK THAT THEY NOTIFY US UPON COMPLETION OF THEIR PROGRAMS.

DIRECT INQUIRIES TO:
Menominee Tribal Education Office
P.O. Box 910
Keshena, WI 54135

Telephone: (715) 799-5110
(715)799-5118

FAX: (715) 799-5102 email: smchapman@mitw.org
email: gtomow@mitw.org

ADULT EDUCATION

Limited employment related education funding is available, for job-related activities such as seminars, workshops and academic courses. Menominee Tribal Employees are given preference. Contact the Tribal Education Office for information and applications.

GED/HSED: Full-time GED/HSED individualized preparation and Adult Basic Education instruction are offered Tuesday through Friday from 8:00 AM to 4:30 PM at the College of Menominee Nation Community Technical Center. Students set their schedules with the instructor.

Instructor, Aurelia (Sue) White Contact: 715-799-5119