THE **H**OPI TRIBE

Grants & Scholarship (HTGSP)

Policy and Procedures Manual

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INTRODUCTION

Executive Summary

This "Policies and Procedures Manual" describes the organization and operation of the Hopi Tribe Grants and Scholarship Program (HTGSP). The Policies incorporate Public Law (P.L.) 93-638 contract/grants and scholarships administered by the Hopi Tribe for purposes of scholarship assistance and educational opportunities as well as other scholarships/grants.

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Background

The First "Special Purpose" scholarships were offered in 1980, as a result of a $3,000.00 contribution from the former Arizona Bank. This donation was to provide three $1,000.00 scholarships to an undergraduate senior and to two graduate students. In 1987, an additional $1,000.00 donation was received from Edward Danson Perin, a Security Pacific Bank executive, increasing the scholarships to four.

Until 1982, the only type of student financial aid offered by the Hopi Tribe was a "supplemental grant", up to $500.00 per semester. Grants were never adequate to cover all of the student's expenses for attending college. The Tribal Council showed their support for Hopi students' educational endeavors, and has since annually appropriated funding.
Tribal scholarships were offered for the first time in 1982. Through the Tribe's right-of-way agreement with the Four Corners Pipeline Company, a portion of the income was earmarked for educational opportunities. With this additional revenue, scholarships could be offered which serve as an incentive and reward for high academic achievement.

In February 1985, the Hopi Tribe contracted from the Bureau of Indian Affairs (BIA), the Higher Education Grant Program. The contract amount is dependent on Congressional allocations and Tribal priority.
In 2000, the Hopi Education Endowment Fund (HEEF) was established by Tribal Council as Ordinance 54 and resolution H-134-2000. The Tribal Council recognized education as one of its top priorities and established a $10 million perpetual fund. The HEEF is a charitable, nonprofit public benefit program the Hopi Tribe created, organized, and is maintained exclusively for educational purposes. This fund provides a perpetual source of financial assistance to Hopi students of all ages.

Hopi Tribe Mission Statement

"As Servants of our people, we are dedicated to working in a spirit of Sumi'nangwa, Nami'nangwa, providing quality service and preserving our culture, values, land and resources.

We are committed to promoting opportunities for self-determination and self-sufficiency"

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Hopi Department of Education and Workforce Development (DOEWD) Mission Statement

It is the purpose of the Department of Education to provide and promote quality educational services to the Hopi public; to provide consistent educational services to all Hopi schools; to preserve the Hopi life through the infusion of the Hopi language and culture into all the schooling systems on Hopi; to provide a mechanism to assist the schooling systems on Hopi to resolve any differences; and to integrate modern technology in all services provided.

Part I – Program Policies and Procedures

A. Oversight Responsibilities

1. Grant and Scholarship Board (herein referred to as the Board). The Board has the following duties and responsibilities:

   a. The Board shall:
      i. Review and approve policies and procedures to meet the ever-changing educational needs of Hopi Students, and hold public forums every two (2) years, or as warranted.
      ii. Annually assess and evaluate the goals, objectives, and outcomes established by the Board.
      iii. Clarify and interpret current policies.
      iv. Ensure any and all grants, awards, and agreements funded through the program are in accordance with Program policies and procedures.
      v. Act on appeals to decisions and activities of the Program as provided in these Policies.
      vi. In accordance with policy regarding the Hopi Academic Achievement Award (HAAA) and the Diane J. Humetewa Scholarship (DHS), the board shall conduct interviews and select recipients when necessary.

   b. Composition:
      i. Membership – The Board shall be composed of five (5) voting members as follows:
         - Office of the Chairman representative, and
         - Office of the Vice Chairman representative, and
         - Tribal Council Representative, and
         - Student representative, and
         - A member at large, and
      ii. Ex-officio Members
         - HEEF representative, and
         - BIA Hopi Agency representative, and
         - The Hopi Tribe DOEWD Representative

   c. Board Member Election/ Terms
      i. Office of the Chairman representative
      ii. Office of the Vice Chairman representative
      iii. The Tribal Council will appoint a tribal council representative
      iv. Student Representative who is a current HTGSP recipient shall be in good standing with the Program. In the event the student representative is no longer in good standing or has withdrawn their interest to serve, or is no longer a recipient, the alternate shall assume duties until such time a new student representative is selected.

<ol type="i" start="5">
<li value="5">A Member at Large from the Hopi Community will be selected by the Board. The Board shall review letters of interest from interested individuals. The term will be for two years.
<li value="6">The Chairperson of the Board shall be elected for a one year term by the Board in January of each year.
<li value="7">In case of absence, each Board member shall designate, in writing, an alternate which shall be submitted at the next duly scheduled meeting. Designated alternates shall be eligible to vote only when attending a meeting in the absence of the delegated representative.
<li value="8">In the absence of the Chairperson, another Board member, as chosen by the Board, shall preside.

*Each voting member and ex-officio will maintain professional conduct in accordance with the Program Policies and Procedures.

      d. Sessions

<ol type="i">
Regular sessions of the Board shall be held every third Thursday of alternating months beginning January. (The Board reserves the right to change regular session meetings as needed).
Special meetings may be called by the chairperson or two members of the board to address items that require immediate action. Special meeting notices shall be given no less than five (5) days prior to the meeting.
The Board shall not take official action unless a quorum is present. The quorum of the Board shall be a simple majority.

<ol start="2">
Manager: The Manager of the Hopi Tribe Grants and Scholarship Program (herein referred to as Program) shall exercise overall programmatic and fiscal responsibilities for the Program under the direction of the DOEWD Director, and shall:
<ol type="a">
Annually update goals, objectives, and timelines to meet the various needs of students. Recommend changes to the Policies and Procedures to the Board for review and approval.
Prepare annual operating budget to meet Program operation needs and submit as appropriate to the Tribal Council.
Prepare statistical and narrative annual reports to funding agencies showing progress made and detailing any barriers or challenges including the impact of federal and state regulations on higher education.
Review, update, award and deny applications for scholarships and grants.
Ensure quality guidance and academic services are provided to the Hopi student population.
Develop and upgrade the Program database system to ensure that statistical and financial information are readily available.
Develop and submit annual funding allocation proposals to the BIA and any other funding sources available.
Attend HEEF meetings to provide an annual report of funding needs and allocations to include student demographics and data.
Provide annual program and financial reports to the Tribal Council and HEEF.

B. <u>General Program Requirements</u>

1. Eligibility Requirements
    a. To be eligible to receive awards provided under these Policies, the applicant shall:
        i. Be an enrolled member of the Hopi Tribe; and
        ii. Be a high school graduate, have earned a GED diploma, be a home schooled graduate or have successfully met minimum college entrance proficiency exam(s); and
        iii. Be admitted and enrolled at a regionally accredited post-secondary institution (see Appendix C); and
        iv. Meet the minimum applicable Cumulative Grade Point Average (CGPA) (unless waived in accordance with these Policies); and
        v. Meet other eligibility criteria listed for each grant, scholarship, or award; and
    b. Applicants verified by an institute or the program as "special needs" shall be handled on a case-by-case basis.

2. Required Documents

    The applicant shall complete and submit the following documents by the deadline dates specified for each award before an applicant's file can be reviewed. Applications will be accepted by Portable Document Format (PDF), United States Postal Service (USPS), Federal Express (FedEx), United Postal Service (UPS), or in person ONLY. Completed faxed applications WILL NOT be accepted by the Program. Failure to supply required documents will preclude the application from eligibility for funding under these Policies.

3. Application

    Any application submitted to the Program for financial assistance must be completed, endorsed, and submitted to the Program. Applications for financial aid must be submitted each academic year within the timeframe of the specific award. Summer session(s) will require a separate application. Applications for all other financial assistance must be submitted within the timeframes of the specific award.

    a. The Program will email an application to an applicant by request only.

    b. Application Deadlines: All required documents and application must be received by the Program by close of business (5:00 p.m. Arizona MST) of the following deadlines dates:

		Deadline Date
▪	Winter Term:	OCT 15
▪	Spring Term:	DEC 15
▪	Summer Term:	APRIL 15
▪	Fall term:	JULY 15

Awarding will begin on the deadline date until funds are depleted. Trimester/Quarter and other non-traditional systems shall be handled on a case-by-case basis. **FUNDS ARE NOT DISBURSED IN ACCORDANCE TO INSTITUTION DEADLINE DATES.**

    i. If the dates listed above fall on a weekend/holiday, the deadline date shall be considered as the next working day.

    ii. If the dates listed above fall on a declared tribal holiday, early release, or unforeseen office closure, the deadline date shall be considered as the next working day. Any change to the application deadline date will require action of the Board.

    iii. Applications will be reviewed and ranked in accordance to date of complete file for award or denial based on eligibility requirements in this policy.

    iv. Students with incomplete files as of the deadline date, shall be denied assistance for that semester, and will be notified by USPS mail within ten (10) working days of denial.

c. Hopi Tribal Enrollment: Complete and submit a Verification of Enrollment form (herein after referred to as VOE). VOE for first time applicants shall be obtained using the Program's VOE form. The program will retain the most current VOE submitted by applicant.

d. Financial Needs Analysis (herein referred to as FNA): The applicant must complete and sign Part I of the original FNA and submit to the institution's Financial Aid Office (herein referred to as FAO). The FAO will complete Part II which determines the applicant's approved school budget. The FAO will return the completed and signed form to the Program. **Estimates are not accepted.**

e. Transcripts:
   i. New applicants are required to submit official High School transcripts, official Home School Transcript, or official GED test scores.
   ii. Applicants who have attended post-secondary institutions are required to submit official transcripts from **ALL** institutions attended. E-transcripts will be accepted from participating institutions. No photocopies, emailed, or faxed transcripts shall be accepted by the HTGSP.
   iii. Hard copy transcripts must bear the official seal and signature and be submitted in a sealed envelope. Opened envelopes are considered unofficial. E-transcripts are verified as official when they are emailed directly from the institution to the Program and bear an official institutional email signature.
   iv. Requests for a transcript or a CGPA waiver may be approved by the Manager in the event of loss, destruction, or archival by the institution. In these cases, the applicant shall be required to submit written verification (i.e., copy of letter to institution requesting transcript and school's response to such request) to document the applicant's attempt to acquire

the transcript. Applicant is only eligible for such waiver if he/she has been out of high school for more than 8 years, and provides a Letter of Admission (herein referred to as LOA).

     v. The Program will retain the most current official transcripts for each institution in student file.

    vi. The Program may utilize scanned (archived) copies of official transcripts for applicant's file.

4. Applicants' responsibilities:

    a. New awardees are mandated to complete HTGSP Orientation.

    b. Follow up with the Program on all required documents.

    c. Comply with the Program's Policies and Procedures.

    d. Comply with all Acts as stated in the Federal Award Application (herein referred to as FAA) during the period covered by any federal aid.

    e. Submit a Consortium Agreement prior to beginning of term for Manager approval.

    f. Complete a Free Application for Federal Student Aid (herein referred to as FAFSA) for each academic year the applicant requests HTGSP assistance.

    g. Apply for and accept all other grant, scholarship, and award assistance, including those from foundations, corporations, the federal and state governments, and any institutional aid before being considered for Hopi grants and awards. HTGSP is considered a secondary source of funding

    h. Program of Study (herein referred to as POS) shall be signed by an academic advisor and submitted by the end of the first year for continuing students. Students who change their major shall be required to submit a new POS. Applicants transferring to another institution will be required to submit a POS by the end of their first semester.

    i. Chain of Command: Students will be responsible to follow the chain of command for administrative issues as follows:

       i. Higher Education Advisor (herein referred to as the Advisor)

      ii. HTGSP Manager

     iii. DOEWD Director

     iv. Hopi Tribe Executive Director

      v. HTGSP Board

Note: Regarding appeals process, please refer to page 12, H – Appeal Process.

C. **Completed Applications**

1. Completed applications are ranked by the date of last required document received.
2. Completed files are forwarded to the Advisor for evaluation and recommendation. The Advisor shall:

    a. Review all transcripts submitted and calculate all grades into the CGPA to determine if applicant meets minimum requirements for funding.

<u>**High School CGPA**</u>
  i. CGPA indicated on the official high school transcript will be used to determine eligibility.
  ii. Home schooled and GED applicants will be handled on a case-by-case basis.
  iii. College course credits earned in high school will be calculated as a part of the Undergraduate CGPA, if accepted by the school of attendance.

<u>**Undergraduate**</u>
  i. Failure (F or E) grades shall be calculated into the CGPA.
  ii. Incomplete (I), In progress (IP) or Audit/Test Credits shall not be calculated into CGPA.
  iii. Pass/Fail grades shall not be calculated into the CGPA.
  iv. The higher grade of a repeated course will be used in determining CGPA.
  v. CGPA calculation for summer session shall be evaluated using all course work completed up through the previous Fall semester.
  vi. CGPA calculation for fall/winter shall be evaluated using all course work completed up through the previous spring semester.
  vii. CGPA calculation for spring shall be evaluated using all course work completed up through the last term attended.

<u>**Graduate/Post Graduate**</u>
  i. New Graduate CGPA calculation shall be evaluated using **<u>ALL</u>** course work earned for an undergraduate degree.
  ii. Graduate/Post-graduate CGPA calculation shall be evaluated using all course work earned as a Graduate/Post Graduate student.
  iii. Failure (F or E) grades shall be calculated into the CGPA.
  iv. Incomplete (I), In progress (IP) or Audit/Test Credits shall not be calculated into CGPA.
  v. Pass/Fail grades shall not be calculated into the CGPA.
  vi. The higher grade of a repeated course will be used in determining CGPA.

b. Non-traditional grading systems will be handled on a case-by-case basis pursuant to the institutions grading policy.
c. Determine whether the applicant meets the eligibility criteria for any award and makes a recommendation to the Manager.
d. The Manager shall review recommendations to determine amount of award or denial.

D. <u>Award and Denial Process</u>

1. **Awards:** An award letter is mailed to the applicant(s) who have been determined eligible for an award:

a. Unless otherwise provided by these Policies, notification of awards shall be made on a semester/summer session basis and applicants shall be notified within 10 working days after a decision is made.
b. Once an award has been made, the Program is responsible for mailing the check(s) by certified mail or electronic transfer of funds (if available) to the institution or the recipient. ***Program does not award or send funds based on school deadline dates.**
c. The institution shall be responsible for disbursement of awards to recipients based on the institution's disbursement schedule.
d. The program shall follow up with the institution(s) within 30 working days after the award has been dispersed. Unclaimed awards shall be returned to the Program by the institution.
e. Recipients attend only the institution specified on the award letter unless the Program formally approves a Consortium Agreement. Funds are non-transferrable between institutions.
f. Unless otherwise specified in these Policies, students who are full-time with no need or are part-time will be eligible to receive funding for tuition and books, only. Award will be based on the institution's recommendation.

2. **Denials.** Applicant(s) who have been denied shall be notified by letter within ten (10) working days after a decision is made. Reasons for a denial include but are not limited to:
   a. The applicant is not an enrolled member of the Hopi Tribe; and /or
   b. The applicant has an incomplete file by the specified deadline date(s); and/or
   c. The applicant did not meet the minimum required CGPA and did not apply for or qualify for a waiver of the minimum CGPA requirement; and /or
   d. The applicant failed to list all institutions attended on application; and/or
   e. The applicant's enrollment was suspended by the institution of attendance; and/or
   f. The applicant's institution is not regionally accredited; and/or
   g. The applicant is on suspension with the Program; and/or
   h. The applicant has exhausted allowable program funding terms; and/or
   i. Funding is not available.
   j. Applicant is not in Good Standing with any other Hopi Tribe Department of Education program i.e., Adult Vocational Training Program (AVTP), Workforce Innovation Opportunity Act (WIOA), and Vocational Rehabilitation Program (VR).

E. Satisfactory Academic Progress

A recipient who receives an award for a particular academic year and/or semester shall maintain Satisfactory Academic Progress (herein referred to as SAP) to be considered for funding, as follows:
   a. Completion of the required credit hours awarded by the Program; and
   b. Maintain the minimum CGPA indicated for the type of award received.

F. Conditions for Continuation of Awards

These requirements apply to the Traditional semester system:
1. The release of Spring funds is contingent upon receipt of grade report to be submitted by January 15th.
2. Students funded for Fall semester ONLY must submit official transcript by January 15th.
3. Official transcript for Spring semester must be submitted by June 15th.

These requirements apply to the Trimester, quarter, and non-traditional systems:
1. Students funded for Fall/Winter ONLY must submit official transcript by specified deadline dates (Fall-January 15 and Winter- within 20 working days after semester ends).
2. The release of Winter funds is contingent upon receipt of the Fall grade report within 20 working days after the completion of the semester.
3. The release of Spring funds is contingent upon receipt of the Winter grade report within 20 working days after the completion of the semester.
4. Official transcript for Spring semester must be submitted within 20 working days after semester ends.

These requirements apply to the Summer system:
1. Official transcripts for Summer session must be submitted within 20 working days after the session ends.

Chart of Deadline Dates for each Semester:

Semester applied	Grade Report	Official Transcript Due
Fall		January 15
Fall /Spring	January 15	June 15
Fall/Winter/Spring (Trimester)	20 working days	20 working days
Winter	20 working days	20 working days
Spring		June 15
Summer session		20 working days

G. Official Withdrawal

1. Student shall give prior notification to the Program in writing of their intent to officially withdraw and submit supporting documentation from the institution indicating the reason for withdrawal. If accepted, the Board will grant a waiver and the award will not be counted toward the terms of funding nor will they be required to fulfill their obligations for that term.
2. If a waiver is not accepted by the Board, the award will be counted towards the terms allowed for funding of Undergraduate, Graduate, and Post-Graduate degrees.

3. In the event funds are credited to the student, after withdrawing the student is responsible to return funds to the Program. Failure to do so will be cause for ineligibility of future financial assistance.

H. <u>Appeal Process</u>

1. The purpose of the Appeal process is to allow applicants/recipients the opportunity to appeal a decision of the Manager The Appeal process is as follow:
    a. Within ten (10) working days of the date of the denial letter, notice of probation, or notice of suspension, the applicant/recipient must contact the Manager to obtain further clarification and to discuss reasons for the decisions. **If the applicant/recipient does not take action within the established timeline, the applicant/recipient waives all rights to an appeal.**
    b. Within 5 working days of the applicant/recipients inquiry, the Manager is required to respond to the applicant/recipient in writing, and provide the following options:
        i. To accept explanation/clarification of inquiry, or
        ii. To submit a letter of appeal to the Board within 5 working days of the date of the Manager's written response.
    c. A letter of appeal shall be presented to the Board for action at the next scheduled meeting. The applicant/recipient may request to address the Board in person or via teleconference.
    d. If the Board is unable to make a quorum or if the situation is deemed urgent, the Manager will conduct a vote by proxy within five (5) working days of the attempted Board meeting. The Manager shall notify the student of the Board's final decision within 5 working days.
    e. Failure of the Board to meet the established timeline shall result in favor of the student.
    f. All decisions rendered by the Board are final and binding and cannot be appealed further.
    g. Appeals are only to be submitted by the applicant and does not allow for individuals listed on the Release of Information (hereinafter referred to as ROI) to appeal on behalf of the applicant.

I. <u>Miscellaneous</u>

1. Applicants/recipients shall be responsible for informing and providing documentation of any changes such as: name change (i.e. driver's license, Social Security card, tribal enrollment card or passport), academic progress, and intent to transfer/withdraw; update of mailing address, telephone number, and e-mail address.
2. The following types of coursework shall not be accepted as part of a full-time course load: Audits, Repeats, Workshops, and Continuing Education Unit (CEU) credit courses.
3. By accepting any Tribal award, the recipient agrees to have their name, school, photograph, and degree released in all press releases submitted by the Program and funding agency for reporting purposes.

J. **Support Services**

1. The HTGSP Staff shall provide guidance and advisement services to individuals and/or recipients seeking educational assistance which includes:

    a. Financial Aid
        i. Advising and assisting students and parents on information regarding financial aid packets offered by the institution, eligibility for federal, state, and local financial aid such as: verification, professional judgment, and explanation of eligibility.
        ii. Providing information and assistance in the completion of financial aid applications (FAFSA, state, and local).
        iii. Communication with the institution's FAO on behalf of the students, when requested by the student.
        iv. Providing information and assistance on grant and scholarship searches.

    b. Progress Monitoring
        i. Monitor the academic progress of recipients; monitor official transcripts and POS, calculate CGPA's, and number of terms used.
        ii. Support undergraduates in the declaration of a major by the end of the second year of study.
        iii. Contact students at a minimum of two (2) times per semester via telephone, email, in person, or USPS.
        iv. The Advisor will schedule visits with new awardees, students on probation and students previously suspended. Maintain student files.

    c. Outreach services
        i. Conduct general public informational presentations for parents, students and community members.
        ii. Disseminate through the media all educational outreach services for parents, students, and community members.
        iii. Attend career fairs, educational summits, orientation sessions, and other educational outreach activities.
        iv. Serve as a liaison with the institution's Academic Advisor on behalf of the student.
        v. Serve as a liaison and coordinates support services with the institution's Native American Program, student support services and/or disabilities programs on behalf of the students.

    d. Confidentiality

    All applicant files will be the property of the Program and will be kept confidential in accordance with Tribal and other applicable laws, policies, and regulations. Students may review the contents of their file in the Program Office.

The Program may share information in the files as necessary with other Tribal departments/programs, educational institutions (advisors, FAO, instructors, support services), auditors, and funding sources.

It is the responsibility of the Program to inform all applicants/recipients of this policy and they will be provided with a ROI form. **The intent of the ROI is to share information in the student's file. The ROI does not authorize these individuals to act on behalf of the student.** The only exception will be for minors under the age of 18.

K. <u>Financial Management and Reporting</u>

1. The Hopi Tribe, under P.L. 93-638 contracts, administers the BIA Higher Education Grants to provide financial aid to eligible applicants from BIA funds.
   a. The Manager is responsible for the preparation, submission, and management of the P.L. 93-638 contracts.
   b. The Hopi Tribe Contracts and Grants Office are responsible for the verification and monitoring of the P.L. 93-638 contracts.
2. Hopi Education Endowment Fund (HEEF)
   a. The HEEF of the Hopi Tribe provides a perpetual source of financial assistance to the Program from an endowed fund.
   b. HEEF funds are appropriated for purposes of educational support on an annual basis. Funds are administered by the Program who determines eligibility and awards in accordance within these Policies.
3. Budget
   a. Annual budget estimates, projections and proposals are prepared by the Manager and submitted in accordance with the P.L. 93-638 contract process, the Tribal budget process, and the HEEF allocation process.
4. Reporting
   a. The Program will submit an annual narrative and statistical report to the Tribal Council and the HEEF.
   b. The program will submit required reports to the BIA Contracting Office in accordance with (herein referred to as 62 BIAM) Bureau of Indian Affairs Manual 5.5 and P.L. 93-638 contract regulations.

L. <u>Amendments</u>

The Board, in its sole discretion, has the authority to amend these Policies and Procedures when deemed necessary. The Board may consult with all relevant agencies, departments, and programs.

Part II – Awards

A. BIA Higher Education Grant

1. Purpose
   This is to provide a secondary source of funding for college students pursuing associate, baccalaureate, graduate and post-graduate degrees.

2. Categories of Award
   Students may receive this need based funding as determined by the FAO's recommendation. Funds awarded are for full-time students for the Fall, Winter, Spring, and Summer semesters. Funds awarded are limited to a maximum of $3,000.00 per student per semester. Part-time funding is not available under this award.

3. General Eligibility
   a. Terms of funding:
      i. A total of ten (10) terms of funding for undergraduate; and
      ii. Five (5) terms for graduate; and
      iii. Ten (10) terms of funding for post (doctoral) graduate/professional students
   b. Undergraduate Program:
      i. Entering freshman must have a 2.00 CGPA and must possess a minimum of a 2.25 CGPA by the end of their freshman year.
      ii. Continuing sophomores must have a minimum of a 2.25 CGPA and must possess a 2.50 CGPA by the end of their sophomore year.
      iii. Juniors and seniors must have a minimum of a 2.50 CGPA and maintain the 2.50 CGPA for their remaining undergraduate coursework.
   c. Graduate/Post Graduate Degree:
      i. Maintain a minimum of a 3.00 CGPA or in good standing with the institution of attendance.

4. Probation
   a. Recipients shall be placed on probation with the Program for failure to meet the SAP requirements as specified for this award. Reasons which shall warrant probation are as follows:
      i. Recipients who meet the required CGPA for award, but fail to complete the minimum required credit hours awarded are subject to Probation.
         ▪ Undergraduate 9-11 credit hours
         ▪ Graduate 6-8 credit hours
         ▪ Post Graduate degreed students will be handled on a case-by-case basis.
   b. Recipients who fail to meet the required CGPA, **but complete** the minimum required credit hours awarded are subject to Probation.
      i. Entering Freshmen: 1.50-1.99 CGPA
      ii. Sophomores: 1.75-2.24 CGPA

      iii. Juniors and Seniors: 2.25-2.49 CGPA

      iv. Graduate: 2.75-2.99 CGPA

      v. Post Graduate degreed students will be handled on a case-by-case basis.

  c. Conditions of probationary status shall:

      i. Attend scheduled Program orientation on Hopi, or by telephone if the student is out-of-state; and

      ii. Attend all scheduled visits conducted at the school of attendance. Out-of-state students shall contact the Advisor by telephone, or email at a minimum of two times per semester. It is the responsibility of the student to notify the Advisor or the Program office one day prior to their absence from a scheduled visit; and

      iii. Submit to the Advisor mid-semester academic grades; and

      iv. Probation may be in effect for the time period specified by the Manager or until any deficiency is corrected. Recipients who fail to fulfill any obligation stated above shall be subject to Suspension.

5. Suspension

  a. Recipients shall be placed on suspension with the Program for failure to meet the SAP requirements as specified for this award. Reasons which shall warrant suspension are as follows:

    i. CGPA

      ▪ Entering Freshmen:1.49 CGPA or below

      ▪ Sophomores:1.74 CGPA or below

      ▪ Juniors and Seniors: 2.24 CGPA or below

      ▪ Graduate: 2.74 CGPA or below

      ▪ Post graduate degreed students will be handled on a case-by-case basis

    ii. Credit Hours

      ▪ Undergraduate: Completing 8 hours or less for the semester

      ▪ Graduate: Completing 5 hours or less for the semester

      ▪ Post Graduate: Case-by-case basis

Additional reasons for suspension:

    i. Failure to meet BOTH the required CGPA and the minimum required credit hours awarded.

    ii. Withdrawing from school without officially notifying the institution and the Program.

    iii. Providing false information to the program.

    iv. Failure to submit grade report and/or official transcripts by deadline date.

Suspension will be in effect until deficiencies are corrected.

B. Hopi Education Award (herein referred to as HEA)

1. Purpose
   The purpose of this award is to provide a secondary source of funding for college students pursuing an associate, baccalaureate, graduate, and post-graduate/professional degrees.

2. Categories of Award
   Students may receive this need-based funding as determined by the FAO's recommendation. Funds are awarded to full-time students for the Fall, Winter, Spring, and Summer semesters. Funds are limited to a maximum of $3,000.00 per student/per semester. Part-time funding is not available under this award.

3. General Eligibility
   a. Terms of funding:
      i. A total of ten (10) terms of funding per recipient for undergraduate. Funds awarded under this section are in combination with Tuition and Book award; and
      ii. Five (5) terms for graduate; and
      iii. Ten (10) terms of funding for post (doctoral) graduate/professional students.
   b. Undergraduate Program:
      i. Entering freshman must have a 2.00 CGPA and must possess a minimum of a 2.25 CGPA by the end of their freshman year.
      ii. Continuing sophomores must have a minimum of a 2.25 CGPA and must possess a 2.50 CGPA by the end of their sophomore year.
      iii. Juniors and seniors must have a minimum of a 2.50 CGPA and maintain the 2.50 CGPA for their remaining undergraduate coursework.
   c. Graduate/Post Graduate Degree:
      i. Maintain a minimum of a 3.00 CGPA or in good standing with the institution of attendance.

b.   4. Probation
   a. Recipients shall be placed on probation with the Program for failure to meet the SAP requirements as specified for this award. Reasons which shall warrant probation are as follows:
      i. Recipients who meet the required CGPA for award, but fail to complete the minimum required credit hours awarded are subject to Probation.
         - Undergraduate 9-11 credit hours
         - Graduate 6-8 credit hours
         - Post Graduate degreed students will be handled on a case-by-case basis.
   b. Recipients who fail to meet the required CGPA, **but complete** the minimum required credit hours awarded are subject to Probation.
      i. Entering Freshmen: 1.50-1.99 CGPA
      ii. Sophomores: 1.75-2.24 CGPA

        iii. Juniors and Seniors: 2.25-2.49 CGPA

        iv. Graduate: 2.75-2.99 CGPA

        v. Post Graduate degreed students will be handled on a case-by-case basis.

c. Conditions of probationary status shall:

    i. Attend scheduled Program orientation on Hopi, or by telephone if the student is out-of-state; and

    ii. Attend all scheduled visits conducted at the school of attendance. Out-of-state students shall contact the Advisor by telephone, or email at a minimum of two times per semester. It is the responsibility of the student to notify the Advisor or the Program office one day prior to their absence from a scheduled visit; and

    iii. Submit to the Advisor mid-semester academic grades; and

    iv. Probation may be in effect for the time period specified by the Manager or until any deficiency is corrected. Recipients who fail to fulfill any obligation stated above shall be subject to Suspension.

5. Suspension

    a. Recipients shall be placed on suspension with the Program for failure to meet the SAP requirements as specified for this award. Reasons which shall warrant suspension are as follows:

        i. CGPA
- Entering Freshmen:1.49 CGPA or below
- Sophomores:1.74 CGPA or below
- Juniors and Seniors: 2.24 CGPA or below
- Graduate: 2.74 CGPA or below
- Post graduate degreed students will be handled on a case-by-case basis

        ii. Credit Hours
- Undergraduate: Completing 8 hours or less for the semester
- Graduate: Completing 5 hours or less for the semester
- Post Graduate: Case-by-case basis

Additional reasons for suspension:

    i. Failure to meet BOTH the required CGPA and the minimum required credit hours awarded.

    ii. Withdrawing from school without officially notifying the institution and the Program.

    iii. Providing false information to the program.

    iv. Failure to submit grade report and/or official transcripts by deadline date.

Suspension will be in effect until deficiencies are corrected.

C. <u>Tuition & Book Award (herein referred to as TBA)</u>

1. Purpose
   The purpose of this award is to provide a secondary source of funding for college students pursuing associate, baccalaureate, graduate and post-graduate/professional degrees.

2. Categories of Award
   This award is to provide funding for those recipients who are part-time and/or have no unmet need as recommended by the institution's FAO. Funds are limited up to a maximum of $3,000.00 per student/ per term. This award shall fund Tuition, Books, and Fees associated with the cost of attendance. Such fees do not include loan fees.

3. General Eligibility
   a. Terms of funding:
      i. A total of ten (10) terms of funding per recipient for undergraduate. Funds awarded under this section are in combination with the Hopi Education award; and
      ii. Five (5) terms for graduate; and
      iii. Ten (10) terms of funding for post (doctoral) graduate/professional students.
   b. Undergraduate Program:
      i. Entering freshman must have a 2.00 CGPA and must possess a minimum of a 2.25 CGPA by the end of their freshman year.
      ii. Continuing sophomores must have a minimum of a 2.25 CGPA and must possess a 2.50 CGPA by the end of their sophomore year.
      iii. Juniors and seniors must have a minimum of a 2.50 CGPA and maintain the 2.50 CGPA for their remaining undergraduate coursework.
   c. Graduate/Post Graduate Degree:
      i. Maintain a minimum of a 3.00 CGPA or in good standing with the institution of attendance.

4. Probation
   a. Recipients shall be placed on probation with the Program for failure to meet the SAP requirements as specified for this award. Reasons which shall warrant probation are as follows:
      i. Recipients who meet the required CGPA for award, but fail to complete the minimum required credit hours awarded are subject to Probation.
         ▪ Undergraduate 9-11 credit hours
         ▪ Graduate 6-8 credit hours
         ▪ Post Graduate degreed students will be handled on a case-by-case basis.
   b. Recipients who fail to meet the required CGPA, **but complete** the minimum required credit hours awarded are subject to Probation.
      i. Entering Freshmen: 1.50-1.99 CGPA
      ii. Sophomores: 1.75-2.24 CGPA

      iii.   Juniors and Seniors: 2.25-2.49 CGPA
      iv.   Graduate: 2.75-2.99 CGPA
      v.   Post Graduate degreed students will be handled on a case-by-case basis.

  c.   Conditions of probationary status shall:
      i.   Attend scheduled Program orientation on Hopi, or by telephone if the student is out-of-state; and
      ii.   Attend all scheduled visits conducted at the school of attendance. Out-of-state students shall contact the Advisor by telephone, or email at a minimum of two times per semester. It is the responsibility of the student to notify the Advisor or the Program office one day prior to their absence from a scheduled visit; and
      iii.   Submit to the Advisor mid-semester academic grades; and
      iv.   Probation may be in effect for the time period specified by the Manager or until any deficiency is corrected. Recipients who fail to fulfill any obligation stated above shall be subject to Suspension.

5. Suspension
  a. Recipients shall be placed on suspension with the Program for failure to meet the SAP requirements as specified for this award. Reasons which shall warrant suspension are as follows:
    i.   CGPA
        • Entering Freshmen:1.49 CGPA or below
        • Sophomores:1.74 CGPA or below
        • Juniors and Seniors: 2.24 CGPA or below
        • Graduate: 2.74 CGPA or below
        • Post graduate degreed students will be handled on a case-by-case basis

    ii.   Credit Hours
        • Undergraduate: Completing 8 hours or less for the semester
        • Graduate: Completing 5 hours or less for the semester
        • Post Graduate: Case-by-case basis

Additional reasons for suspension:
      i.   Failure to meet BOTH the required CGPA and the minimum required credit hours awarded.
      ii.   Withdrawing from school without officially notifying the institution and the Program.
      iii.   Providing false information to the program.
      iv.   Failure to submit grade report and/or official transcripts by deadline date.

Suspension will be in effect until deficiencies are corrected.

Merit-based Awards

A.   Hopi Academic Achievement Award (herein referred to as HAAA)

1. Purpose
   This is a merit-based award to recognize current graduating High school senior(s) with high academic achievement by assisting with tuition, books, transportation, housing, and personal expenses and to provide a one-time award of a computer.

2. Categories of Award
   a. Funds are awarded for full time students year round. These funds are awarded toward the completion of a baccalaureate degree and are limited to a maximum of $7,000.00 per student for Fall and Spring semester only for a maximum of ten semesters of study. Students pursuing a vocational diploma or certificate are not eligible for this award. Students receiving this award are not eligible to receive any other HTGSP awards.
   b. Applicants shall be reviewed on a competitive basis and shall be awarded on merit. Awards shall be made for one (1) academic year (as defined by the institution) only. All HAAA recipients are required to re-apply and qualify each academic year to continue funding.
   c. A MAXIMUM OF THREE (3) HAAA MAY BE GRANTED PER FUNDING YEAR. In the event of more than 3 applicants, the Board will interview and make a selection of the recipients.
   d. Payment will be paid directly to the student and is intended to cover educational expenses.

3. Eligibility criteria are as follows:
   a. Must be an enrolled member of the Hopi Tribe.
   b. Must have graduated from high school within one year of application.
   c. Have a minimum 3.50 CGPA for all high school course work. All awards are contingent upon submittal of the final official transcript verifying a 3.50 CGPA.
   d. Must have a minimum 1040 SAT combined, or 22 ACT composite score.
   e. Must be admitted to a regionally accredited college or university.

4. Application Process
   a. New applicants:
      i. Submit a HAAA application.
      ii. Submit official High school transcript with graduation date.
      iii. Submit SAT and/or ACT test scores.
      iv. Submit one letter of recommendation from each of the following:
         - High School Academic counselor,
         - Two (2) Personal references (examples: Principal, Teachers, etc.)

      ▪ Letter of recommendation cannot include immediate family, HTGSP program staff/Board, and HEEF staff/board.
   v. Submit a 500 word essay describing their educational goals and how it will benefit the Hopi people.
   vi. Deadline date for this award is June 15th for each academic year.

  b. Continuing Applicants:
   i. Submit a HAAA application
   ii. Submit College/University Official Transcript.
   iii. Submit a POS.
   iv. Deadline date for this award is June 15th for each academic year.

  c. SAP requirements:
   i. Complete the minimum required full time credit hours as defined by the institution for the term/academic year.
   ii. Maintain a minimum College/University CGPA as follows:
     ▪ 3.20 CGPA or better
     ▪ Non-traditional grading systems will be handled on a case-by-case basis.
   iii. Be subject to HTGSP Policies and Procedures

 5. Continuation of funding
  a. Students who do not meet SAP requirements listed above shall forfeit their award and will not be eligible for future HAAA funding.

B. Diane Humetewa Scholarship (herein referred to as DHS)

 1. Purpose
  This is a highly competitive, merit-based scholarship for college seniors and students admitted to graduate and post-graduate degree programs within the field of social justice. The DHS was established to honor Diane J. Humetewa and her accomplishment of becoming the first Native American woman appointed to the Federal Bench

 2. Categories of Award
  This award is limited to $10,000 per student for Fall and Spring semester only to be utilized for educational expenses. Students receiving this award are not eligible to receive any other HTGSP awards. The total number of DHS awards that are granted per year is dependent upon availability of funding and subject to determination by the Board in its sole discretion.

  a. Terms of funding:
   i. Undergraduate Seniors: 2 terms
   ii. Graduate recipients: 5 terms
   iii. Post Graduate/professional recipients: 10 terms

  b. Deadline Date

    The application deadline date for this award is June 15th for each academic year.

3. Eligibility Requirements:
   a. Must be an enrolled member of the Hopi Tribe.
   b. Have a minimum 3.50 CGPA for college/university course work. Non-traditional grading systems will be handled on a case-by-case basis.
   c. Be enrolled full time in a regionally accredited college or university.
   d. Must be fully admitted in a specific degree program of priority to the Hopi Tribe (see Appendix E).
   e. Students who have been determined by the Board to be in breach of the service agreement will not be eligible to re-apply for the DHS.

4. Application Process
   a. Submit a DHS application.
   b. Submit a VOE form.
   c. Submit a LOA (Graduate and Professional students);or
   d. Submit a POS that includes a projected graduation date signed by the academic advisor or registrar office.
   e. Submit official transcripts from all post-secondary institutions.
   f. Submit one (1) letter of recommendation from each of the following:
     i. College Advisor;
     ii. Two (2) Personal references (examples: Professors, Mentors, Chairperson of dissertation committee, etc.)
     iii. Excluding individuals who may cause a conflict of interest, i.e.; relatives, Program staff, or member of the Board or HEEF staff/board.
   g. Submit a Curriculum Vitae or Resume'.
   h. Shall be interviewed by a quorum of the Board at a duly called meeting. Only after an applicant is deemed eligible by Manager.

6. Continuing applicants: no interview is needed.

7. Satisfactory Academic Progress (SAP) requirements:

   a. Complete the minimum required full time credits as defined by the institution for the term/academic year.
   b. Maintain a minimum 3.50 CGPA.
   c. Non-traditional and Professional grading systems will be handled on a case-by-case basis.
   d. Submit grade report/unofficial transcript for the Fall semester no later than one (1) month after the end of the semester. Submit official transcript for the Spring semester no later than one (1) month after the end of the semester. Non-traditional calendars will be handled on a case-by-case basis.

e. Submit a progress report no later than one (1) month after the end of each academic year. Report will be concurred by the student's advisor or dissertation chair.

   In the event a recipient does not meet the applicable SAP requirements listed above:
   i. The recipient shall forfeit his or her DHS award and will not be eligible for future DHS funding.

8. Award Process
   a. Up to two (2) DHS scholarships will be awarded per year.
   b. Payment will be paid directly to the student and is intended to cover educational expenses.

9. Award Renewal
   a. Applicants must resubmit application after completion of two hundred (200) hours of service (as referenced in section l under Public Service Obligation) to be verified by the Program.
   b. The recipient shall submit to the Program a copy (hard copy or electronic) of the final thesis or dissertation no later than (90) days after graduation, if applicable.

10. Service Agreement

    As a condition of each DHS award, the Tribe and the recipient shall enter into a DHS service agreement. The form and substance of the agreement shall be determined by the Board in its sole discretion. The agreement shall be executed by the recipient and delivered to the Program by the specified date on the award letter.

11. Term Extensions: The board will consider extensions for the following:
    a. Leave of Absences from Program of Study
       i. To postpone an existing DHS award in the event of an approved leave of absence from the Institution for medical or personal reasons
       ii. If a student is unable to complete their POS as scheduled
    b. Service Agreement Extension
       i. To request for additional time to complete service hours in the event of medical or personal reasons.
    c. To be eligible for a term extension, the recipient must:
       i. Be in good academic standing at the time the Leave of Absence is requested;
       ii. Obtain an approved Leave of Absence from the academic institution; and
       iii. Submit to the Program documentation of the approved Leave of Absence, in form and substance acceptable to the Board.

*Submittal of documentation must be made to the Program 30 days prior to the end of the semester/term.

12. Public Service Obligation

   Public service hours must be completed by June 30th of each calendar year. Public service hours are those completed by working for a federal, state, or Tribal government, or non-profit agency either volunteered or paid as approved by the Program. Each student awarded will need to complete two hundred (200) service hours in their respective field for each year they are funded.

** Any student who was awarded and currently receiving the Tribal Priority Scholarship will be funded according to existing contract and are ineligible for the DHS scholarship. NOTE: December 15, 2016

C. **Peabody Navajo Generating Station Scholarship Fund (herein referred to as PNGSS)**

1. Purpose
   This is a merit-based highly competitive award to recognize a student with high academic achievement.

2. Categories of Award
   a. Funds are awarded to full time students for an academic year. These funds are awarded for the completion of an undergraduate, graduate, post-graduate or professional degree at a regionally accredited institution and are limited to a maximum of $1,000.00 per student for Fall and Spring only. Students pursuing a vocational diploma/certificate are not eligible for this award. Part-time funding is not available under this award.
   b. Applicants shall be reviewed on a competitive basis and shall be awarded on relative merit. Awards shall be made for one (1) academic year (as defined by the institution) only. All PNGSS recipients are required to re-apply and qualify each academic year to continue funding.
   c. Payment will be paid by the Tribe (HEEF) directly to the student for educational expenses.

3. Eligibility criteria are stated as follows:
   a. Must be an enrolled member of the Hopi Tribe.
   b. Must meet the following CGPA criteria:
      i. Undergraduate: 3.20 CGPA or better for all undergraduate coursework
      ii. Graduate: 3.50 CGPA for all graduate coursework
      iii. Post graduate/Professional: 3.50 CGPA for all post-graduate/professional coursework.
   c. Must be admitted at a regionally accredited institution.

4. Application Process
   a. Submit a PNGSS application.
   b. Official Transcript(s) from all post-secondary institutions attended.

  c. Submit a POS that includes a projected graduation date signed by the academic advisor.

  d. Submit a 500 word essay describing their educational goals and how it will benefit the Hopi people.

  e. Submit a LOA.

5. Deadline date for this award is June 15th for each academic year.

6. SAP requirements

  a. Complete required full time credit hours as defined by the institution for the term/academic year.

  b. Maintain a minimum college/university CGPA as follows:

   i. Undergraduate students-3.20 CGPA

   ii. Graduate students-3.50 CGPA

   iii. Post-Graduate students-3.50 CGPA

   iv. Professional students-as defined by the institution of attendance

   v. Non-traditional grading systems will be handled on a case-by-case basis.

  c. Be subject to HTGSP Policies and Procedures.

  d. Students who do not meet SAP requirements listed above shall forfeit their award and will not be eligible for future PNGSS funding.

7. Terms of funding:

  i. Undergraduate recipients: 10 terms

  ii. Graduate recipients: 5 terms

  iii. Post Graduate/professional recipients: 10 terms

Other Financial Assistance

A. Standardized Test Fee (herein referred to as STF)

1. Purpose

The purpose of this award is to provide financial assistance to individuals who are required to take examinations for certification.

2. Categories of Award

Funds awarded are limited to a maximum of $500.00. Funds received under this award do not count towards the term limits. All awards shall be made payable to the recipient unless otherwise specified. For a test fee paid on-line, applicant must submit a copy of the receipt as proof of payment thirty (30) days prior to test date.

  a. Types of examinations include the following:

   i. Tests include, but are not limited to, the General Equivalency Diploma (GED), American College Test (ACT), the Scholastic Aptitude Test (SAT), Graduate Record Exam (GRE), Graduate Miller Analogy Test (GMAT), and Law School Admission Test (LSAT), etc.

        ii. Certification exams/tests include, but are not limited to, the Arizona Teachers Proficiency Exam (ATPE), Certified Public Accountant (CPA), and State Bar Exam, etc.

        iii. Vocational/Technical exams or certifications include, but are not limited to, Commercial Driver's License (CDL), First Aid/Cardiac Pulmonary Resuscitation, Arizona Department of Transportation Certifications, or Radiography, etc.

  b. Recipients shall submit a copy of test results and/or certification to the Program within thirty days upon receipt of results. Failure to submit test results shall result in a denial of future funding until deficiency is corrected or repayment of the full award.

  c. The Program will pay for an exam one time only.

  d. A repeated exam will not be funded, if awarded previously by the Program.

  e. Funds will not be awarded to reimburse applicant for previous tests taken or in progress.

  f. The program will not be responsible for late registration fees.

2. Eligibility requirements:
   a. Be an enrolled member of the Hopi Tribe.
   b. Not be under suspension imposed by the Program.

3. Application Process
   a. Submit a completed STF application thirty (30) days prior to test date.
   b. Submit a VOE.
   c. Submit a copy of the registration form and any other documents thirty (30) days prior to the test registration deadline date.

B. Educational Enrichment Award (herein referred to as EEA)

1. Purpose

   The Educational Enrichment award is to provide the individual with educational opportunities that are offered through special activities. This award is meant to be utilized by students to learn practical, technical, academic and research skills to enhance their future educational or career goals. This award is not meant to cover cost for Tuition and Books.

2. Categories of Award:
   a. Students may receive this funding for educational enrichment activities. Eligible students are those in fifth grade through post-secondary.
   b. The maximum amount of this one time annual award is 75% of the total budget up to $500.00 maximum per student per calendar year. Amounts will be determined by need and availability of funds. Funds are awarded year round. Awards are to be utilized in the participation of the activity only and are not meant to assume all costs.
   c. Parents/Guardians or student must agree to provide 25% of total budget. Applicants will not be reimbursed for cost of activities already paid or in

progress. Funds received under this award do not count towards the funding limit.

    d. Examples of educationally enhanced activities include but are not limited to: Space camps, math camps, Close-Up, American Indian Society Engineering & Sciences (AISES), pre-college orientations, etc. Funding is not available under this award for school sanctioned activities that are not educationally enhanced such as end of the year class field trips or sports oriented activities. The EEA shall not be awarded for consecutive attendance for the same activity.

3. Eligibility Requirements. The applicant shall:
    a. Be a current student in grade five through Post-Secondary or a short-term certificate program.
        i. A short-term certificate program is defined as programs to be completed within a month.
    b. Submit a completed application thirty (30) days prior to the date of activity to allow for processing. If the applicant is under age 18, parent or guardian signature is required along with the applicant
    c. Submit VOE
    d. Submit supporting documents for the intended activity (i.e., registration, brochures, Letter of Admission, sponsorship, etc.

4. Award and Denial Process
    a. Awards
        i. The Advisor will review requests and make a recommendation to the Manager. The Manager, based on documentation submitted will determine whether the activity is educational or non-educational before making a final decision. Manager may request additional information from applicants/sponsor if necessary to make a decision. Once a decision is made, if awarded, Manager will determine amount of award.
        ii. Notification of award will be mailed to the applicant within five (5) working days after the determination.
        iii. Once an award determination has been made, the Program will mail the check by certified mail to the applicant within ten (10) working days.
        iv. All awards shall be made payable to the recipients unless otherwise specified.
        v. Students who do not utilize their funds for the purpose stated shall return the funds to the Program. Students who do not comply will not be considered for future awards until funds have been repaid in full.

    b. Denials
        i. Applicants who have been denied an award shall be notified within five (5) working days after the determination is made. This decision is final.
        ii. Failure to submit test results shall result in a denial of future funding until deficiency is corrected or repayment of the full award.

5. Responsibilities of Recipients

Recipients shall submit a one page double spaced typed essay of their learning experience as proof of completion to the Program no later than 30 days after the activity. Failure to submit such documentation will disqualify the recipient for EEA funding until such time as they submit proof of completion.

Recipients shall be subject to all other applicable Program Policies and Procedures.

C. Donor Specific Awards

Funding awards may be made available based on the requirements of a particular donor or donors who have made a grant or donation to the HEEF for educational purposes. When such a donation is made, after consultation between HEEF and the Program, the specifics of any award, including its eligibility and application requirements will be made available.

APPENDIX A: Chart of Awards

Bureau of Indian Affairs Higher Education Grant (BIA)

Fall Semester	Winter Semester	Spring Semester	Summer Session
Full Time: $3,000 Max	Full Time: $3,000 Max	Full Time: $3,000 Max	Full Time: $3,000 Max

Hopi Education Award (HEA)

Fall Semester	Winter Semester	Spring Semester	Summer Session
Full Time: $3,000 max	Full Time: $3,000 max	Full Time: $3,000 max	Full Time: $3,000 max

Tuition and Book Award (TBA)

Fall Semester	Winter Semester	Spring Semester	Summer Session
Part Time or No unmet need: $3,000 max	Part Time or No unmet need: $3,000 max	Part Time or No unmet need: $3,000 max	Part Time or No unmet need: $3,000 max

MERIT-BASED AWARDS

Diane J. Humetewa Scholarship (DHS)

Award is limited to a maximum of $10,000 per student for Fall and Spring semester only. Students must apply and meet the deadline date of June 15th.

Peabody Navajo Generating Station Scholarship (PNGSS)

Award is limited to a maximum of $1,000.00 per student for Fall and Spring semester only.. Students must apply and meet the deadline date of June 15th.

Hopi Academic Achievement Award (HAAA)

Award is limited to a maximum of $7,000 per student for Fall and Spring semesters only. Students must apply and meet the deadline date of June 15th.

OTHER FINANCIAL ASSISTANCE

Standardized Test Fee (STF)

One award per student per test maximum amount of $500

Educational Enrichment Award (EEA)

One award per student per fiscal year maximum amount of $500.

Donor Specific Awards

This award may be made available based on the requirement of a particular donor(s). HEEF and HTGSP will coordinate this award at which time specifics will be determined which includes amount of award & eligibility requirements.

APPENDIX B: Glossary of Terms

Academic Term – The duration of one semester, one quarter, one trimester or summer session required for a specific institution.

Academic Year- The period of time in which a student is expected to complete the equivalent of at least two consecutive semesters (i.e. Fall and Spring), or the equivalent in terms of quarters or trimesters, including summer sessions.

Accredited – An educational institution in any state that has been certified as meeting certain set standards by regional accreditation association.

Appeal – A written petition to request a decision rendered by the Program Administrator or a Policy decision by waived.

Applicant- A person applying for financial assistance from the HTGSP or AVTP.

Archive – Inactive hard copy files are placed in storage. After five calendar years, hard copy files will be destroyed.

Audits – A class taken to gain exposure in a subject without gaining credit. Permission from the instructor is required. Tuition and fees are applicable but are not funded through the HTGSP or AVTP.

Award – An award is determined by eligibility and availability of funds and conferred upon an applicant for an academic term, year, or activity as specified by the FNA or as requested by a student.

BIA: Bureau of Indian Affairs

Conflict of Interest – A conflict between a person's private interests and public obligations.

Consortium Agreement – An agreement made between two or more eligible institutions, as recommended by the Academic Advisor and FAO. The student must be enrolled in a program leading to a degree at the home institution. The home institution shall be responsible for the various Title IV (Pell, SEOG, Work Study, etc.) and HTGSP Policies & Procedures. Credits earned at the "host" institution must be counted toward the programs at the home institution. The agreement must contain information regarding each institution's responsibility.

Continuing Education Units (CEU) - Credit that may be earned by attending a conference, workshop, or in-service training through an accredited institution. These CEU's are not calculated in the CGPA.

Cost of Attendance (COA) – The cost of attending an accredited school that may include the following: tuition, fees, books, living expenses, transportation, and other related expenses as determined by the FAO. The COA can be determined based upon an academic year, one semester, or the number of hours enrolled.

Credit Hour - A numerical unit earned for the completion of a specific course. The number of credits is based on contact hours between the instructor and student.

Cumulative Grade Point Average (CGPA) – An average of all course work completed at the high school, undergraduate, or graduate levels. The CGPA is based on a 4.0 (High) Scale. The values of all grades are show below. All "F" grades are calculated into the CGPA.

A – 4 PTS   B – 3 PTS   C – 2 PTS   D – 1 PT   F – 0 PT

Example: Total Points Earned / Total Number of Credit hours earned = CGPA 162/52 = 3.11 CGPA

Donation – A monetary gift or contribution.

Educational Expenses – A legitimate expense needed to complete one's education. (i.e., vehicle, and child care, etc.).

Ex-Officios – A member of the board who does not have voting powers, whom is used for technical assistance.

Freshmen – A student in their first-year of high school, college or university.

Fail (F or E) – Failure of a class.

Free Application for Federal Student Aid (FAFSA) – The application a student must file to apply for financial assistance from federal Title IV funds (i.e. PELL, Supplementary Educational Opportunity Grants (SEOG), Federal Work Study (W/S), Federal Loans, and other institutional aid).

Financial Aid Officer (FAO) – An individual working in an institution's financial aid office.

Financial Needs Analysis (FNA) – An analysis of a student's cost of attendance, student / family contribution and awards for a given semester, trimester, academic year or summer session prepared by an institution's FAO.

Financial Resources – The amount of financial assistance that may be available to a student such as federal, state, parent / student contributions, or other sources.

Full-Time status – A student enrolled in twelve (12) credit hours per term, or its equivalent as determined by the institution of attendance.

Gift – Financial or other aid that is bestowed voluntarily by outside entities.

Grade Point Average (GPA) – An average of all course work completed within one (1) term at either the high school, undergraduate, graduate, professional or postgraduate levels.

Graduate Student – A student who has completed a Bachelor's degree and is enrolled in an advanced degree program.

Grant – A financial award based on financial need and as determined by the FAO.

Higher Education Advisor – Advisor of the Program.

Immediate Family – A father, mother, brother, sister, child, or spouse through a legal or traditional marriage.

Incomplete (I or INC) – An Incomplete (1) grade is a grade that shows that the work has not been completed.

In-Progress (IP) – An In-Progress (IP) grade is a grade that the work is nearing completion.

Junior – A student in their third year of high school, college or university.

Letter of Admissions (LOA) – An official acceptance letter sent to a student to attend an institution of higher education.

Merit Based – Eligibility based on high academic achievement.

Minor – An individual who is not yet of legal age (18).

Official Transcript (OT) – A document which bears an official seal of the Registrar and lists in detail all courses taken, grades received, CGPA's and semesters attended.

Part-Time Status – A student enrolled in less than twelve (12) credit hours per term, or as determined by the institution of attendance.

Pass (P) – A Pass (P) grade verifies that a course has been successfully completed.

Probation – A trial period in which a student is funded with conditions to complete deficiencies.

Post Graduate Student – A student who is pursuing a degree greater than a Master's level.

Program – The Hopi Tribe Grant and Scholarship Program.

Program Manager – Manager of the program

Program of Study (POS) – A list of courses necessary to complete a degree within a specified time frame.

Regional Accreditation – Recognition by an accrediting organization or agency that a vocational / technical, junior college, college and / or university meets certain acceptable standards in its education programs, services and facilities. (See Appendix A for listing).

Release of Information (ROI) - A document giving permission to for any agency or person to have access to student information.

<u>Repeat</u> – A course retaken to improve a previously earned grade.

<u>Retention</u> - The successful continuous attendance and completion of a POS.

<u>Satisfactory Academic Progress (SAP)</u> – Minimum academic requirements of a POS.

<u>Senior</u> – A student in their fourth year of high school, college, or university.

<u>Scholarship</u> – An award based on academic merit.

<u>Sophomore</u> – A student in their second year of high school, college, or university.

<u>Suspension</u> – A period of time in which a student is ineligible to receive financial assistance from the Program.

<u>Undergraduate Student</u> – A student enrolled in a post-secondary institution who has not received a first baccalaureate degree.

<u>Verification of Enrollment (VOE)</u> – A document verifying an applicant is enrolled with the Hopi Tribe.

APPENDIX C: Accrediting Associations for College & Universities

REGIONAL ACCREDITATION:

Accrediting Commission for Community and Junior Colleges (ACCJC) – Associate degree-granting institutions

California, Hawaii, the Territories of Guam and American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Federated States of Micronesia, and the Republic of Marshall islands.

Middle States Association Commission on Higher Education (MSCHE)

Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands.

New England Association of Schools and Colleges (NEASC-CIHE)

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

Higher Education Learning Commission (HLC)

Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming

Northwest Commission on Colleges and Universities (NWCCU)

Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia

Western Association of Colleges and University (WSCUC)

California, Hawaii, and the Pacific Basin

APPENDIX D: Sole Accreditation but not limited to these Entities are NOT accepted by HTGSP

American Association of Bible Colleges (AABC)

American Bar Association (ABA)

Accreditation Board for Engineering and Technology, Inc. (ABET)

American Council for Hypnotist Examiners (ACHE)

American Massages Therapy Association (AMTA)

Association of Theological Schools in the United States and Canada

Committee on Allied Health Education and Accreditation (CAHEA)

Distance Education and Training Council (DETC)

International Medical and Dental Hypo Therapy Association

Joint Review Committee for Ophthalmic Medical Personnel

National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS)

National Association of Trade and Technical Schools (NATTS)

National Board of Hypo Therapy & Hypnotic Anesthesiology (NBHHA)

National Court Reporting Association (NCRA)

National League of Nursing

APPENDIX E: CATEGORIES OF DEGREES FOR DHS

Priority for the DHS:

Law:
    a) **Juris Doctorate (JD)**
    b) **Master of Laws (LLM)**
    c) **Doctor of Juridical Science (SJD)**

Social Work:
    a) **Bachelor of Science of Social Work (BSW)**
    b) **Master of Social Work (MSW)**

Other:
    a) **Criminal Justice**
    b) **Public Policy**