

DISTRIBUTING POST-SECONDARY EDUCATION & CERTIFICATION FUNDING

This policy is to provide financial assistance to enrolled Port Gamble S'Klallam Tribal Members working to obtain a technical or vocational certificate or any level of a college degree from an accredited institution.

- 1. PGST Enrolled Members may be Eligible to Receive a Tribal Scholarship with the Following Eligibility Criteria:**
 - Must apply for Federal Student Aid and comply with all the requirements of this policy.
- 2. Applicant Must Submit a Completed Application to the Higher Education Program Advisor.**
 - Higher Education Program Advisor will process applications within 5 business days of receiving a completed application.
 - Applications will be subject to the deadlines of the PGST Accounting Department. The applicant is responsible for turning in the application in time to meet the deadlines of the institution they are applying to.
 - Student must provide proof of one completed scholarship application with Tribal application.
- 3. Tribal Awards will be Calculated After Federal Student Aid or any Other Scholarship or Funding Sources are Applied.**
 - Award will cover the remaining balance of tuition, fees, room and board, meal plan, and any fees added to the student's account, and a stipend for books and supplies.
 - Students living off campus must apply for Student Rental Assistance under the Rental Assistance Policy.
 - Costs not specified in this policy will be considered through the appeal process.
 - Students are encouraged to not accrue student loans or debt but when it is necessary it will not reduce the Tribal scholarship amount.
- 4. Financial Assistance will Only be Approved for the First Degree at Each Level (Associates, Bachelors, Masters, Doctorate).**
 - A second degree at any level would need to be approved through the appeal process and would be discretionary based on remaining budget and other relevant factors.
- 5. Trade School, Certifications, and Vocational Programs Will be Fully Funded as Requested.**
 - Student must complete a program before requesting assistance for another program.
- 6. Students are Required to Report an Overpayment to the Higher Education Program Advisor within 30 days and file a Repayment Plan.**
 - Overpayments including, but not limited to, errors on accounting forms, a change in number of credits registered for, etc.

Approved by Tribal Council Motion 08/2020

Revised and approved by Tribal Council Motion 10/2023

- 7. Payment for Tuition, Fees, Room and Board and Meal Plan will be Issued Directly to the Student Account at the Educational Institution. Book and Supply Stipend will be Issued to the Student.**
 - Any costs for books or required supplies that exceed the stipend amount will be eligible for reimbursement upon submission of a receipt showing all books and required supplies purchased for the term.

- 8. Students are Required to Maintain the Enrollment Status (full-time/part-time) as Stated on the Original Application and Receive Passing Grades or Documentation that all Course Requirements were met From Those Institutions that do not use a Letter Grade System.**
 - Students who change their enrollment status and repay the difference in funding will not be penalized.
 - Withdrawals and Incompletes are acceptable only if they meet institution deadline requirements and do not change the quarterly tuition.
 - Students are required to provide proof of passing grades and/or certificate of completion within 10 business days of the end of the term and before additional funding is awarded.

- 9. Students Who do not Meet the Requirements of this Policy will be Placed on Probation. Two Consecutive Probations will Result in a Suspension and the Student Shall Pay for one Term out of Pocket and Provide Proof that they are Back in Good Standing with the Requirements in Order to be Eligible for Tribal Funding Again.**
 - Students will no longer be eligible for Tribal funding after 2 suspensions.
 - Students will still be subject to the Student Academic Progress requirements of their institution which may be more strict than the requirements of this policy.

- 10. The Education Advisory Committee will hear Appeals to this Policy and Forward a Recommendation to Tribal Council for a Final Decision.**

- 11. Tribal Council will Approve the Monetary Allowances of this Policy Each Year at the Budget Retreat.**

- 12. Funding Shall Be Administered in Compliance with Title 31.01.03 of the Tribal Code and §139E of the Internal Revenue Code of 1986, as Amended, and Therefore Shall Be Excluded from the Participant's Gross Income for Federal Income Tax Purposes and State Benefit Calculation.**