

**Cowlitz Indian Tribe  
Education Committee  
Policies and Procedures  
February 5, 2011**

The Cowlitz Tribe's Education Committee purpose is to award scholarships to members of the tribe. The scholarships will be awarded annually to provide tuition for member's college or vocational education.

The distribution will be announced at the June General Council meeting. All available funds will be distributed at that time. **Funds must be spent in the school year they are awarded.**

Complete Application—Scholarship application returned with correctly completed application components listed on the checklist, postmarked or hand delivered to the tribal office on or before the deadline.

**Scholarship applications received after the deadline will be returned to the student without consideration for funding.**

All scholarships are specific for the purpose that they are awarded. Funds must be spent on tuition in the school year of the award. Funds will be disbursed to the institution's financial aid department and will not be reimbursed as cash to the student. A student will be given one Cowlitz scholarship in any one school year.

Enrollment Status Change—Students changing enrollment status must, within one (1) week of the action, send written notification to the Education Committee Chair of a change in enrollment, withdrawal, or transfer status.

Extension of Time Policy—If an extension of time is needed, a written request detailing the reason for that request must be submitted before April 1. All written requests for an extension of time will be reviewed by the Education Committee. The Education Committee will send notice of the committee's decision within thirty (30) days following receipt of a request for a time extension. Reasons to request an extension of time to use the scholarship may include:

- Medical—a diagnosed medical condition requiring the care of a physician that precludes successful completion of classes during the award school year.
- Military—an active duty commitment that precludes successful completion of classes during the award school year

The scholarship recipient must notify the Education Committee Chair prior to their return to school to receive unused funds. Return must be at completion of active military service.

An extension is not to give a student an advantage over other applicants. An extension may not be used to give a student more than one Cowlitz scholarship in any one school year, nor may an extension be used to link with other award years.

The Education Committee may amend the Scholarship Policies and Procedures from time to time.

Issues not covered in these Policies and Procedures will be addressed on a case-by-case basis.

Students ineligible for financial aid because of substance abuse may be considered after successful completion of an accredited substance abuse program or on recommendation of a counselor at that substance abuse program.