

**Cowlitz Indian Tribe
Education Committee
Policies and Procedures**

The Cowlitz Tribe's Education Committee mission is to distribute tuition assistance awards to members of the tribe. The annual award will provide assistance for tuition and fees for a Tribal member's college or vocational education. The awards will be announced at the June General Council meeting.

Funds must be spent for tuition and fees in the academic year they are awarded and may not be combined with Cowlitz funds from previous academic years. Academic year is defined as June 1 current year through May 31 following year. Funds will be disbursed to the institutions financial aid department. All unspent funds must be returned to the Cowlitz Tribe. A student will be given one tuition assistance award in any one academic year.

Tribal funding will support one of each of the following certificates/degrees:

- Trade/Vocational/Professional Certificate
- Associates Degree
- Bachelor Degree
- Master Degree
- Doctorate Degree

Complete Application—An Application for Tuition Assistance Award submitted with all requested information and attachments. Incomplete applications will be returned to the student.

Following committee approval of an application, a letter of award will be e-mailed to the applicant. Instructions and a Request for Payment of Approved Tuition Assistance Award form will be e-mailed to the successful applicant approximately 45 days prior to the start of each quarter/semester.

Enrollment Status Change—Students changing enrollment status must, send written notification to the Education Committee Chair. A student will confirm their enrollment status at the start of each academic quarter/semester by submitting a Request for Payment of Approved Tuition Assistance Award and an invoice/statement with school name, student name and school ID number as proof of enrollment. Failure to confirm student status may result in reassignment of the tuition assistance award.

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.

A student may appeal Education Committee actions within 30 days of notification of that action. All appeals must be submitted in writing to the Education Committee Chair. On receipt of the appeal, the Education Committee will review the information and determine if the appeal should be rejected or upheld. The appellant will be notified within 30 days of the result of the appeal.

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

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

Approved by Education Committee December 9, 2017
Approved by Cowlitz Tribal Council February 3, 2018