About the Cowlitz Tuition Assistance Award

The Cowlitz Indian Tribe awards assistance for tuition and tuition related fees to enrolled Cowlitz tribal members attending an accredited trade/vocational school, college, or university. Tribal funding will support one of each of the following certificates or degrees:

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

Policies and Procedures

Included in this application packet is a copy of the Policies and Procedures that guide the Cowlitz Tuition Assistance Award program. By accepting these Tribal funds, the applicant/award recipient agrees to comply with the Policies and Procedures of this award program.

Funding is Available for the Following Enrolled Cowlitz Tribal Members

- Trade/Vocational/Professional Certification Students–students working toward trade/vocational/professional certification in an accredited program.
- Undergraduate Students–students working toward a degree in an accredited college or university.
- Graduate Students–students having earned a degree are pursuing an advanced degree in an accredited college or university.
- Past recipients of the award are eligible for subsequent awards.

Awards for Tuition and Tuition Related Fees in the 2019-20 Academic Year

- Up to $6,000 for community college students.
- Up to $11,000 for trade/vocational/professional certification students and undergraduate students.
- Up to $16,500 for graduate students.

Academic Year: The 2019-20 academic year is defined as June 1, 2019 through May 31, 2020. 2019-20 award funds may be drawn down for classes beginning on or after June 1, 2019. Unused award funds from this academic year will not rollover to future academic years.

E-mail: You are required to use it. It is the way we communicate with you. To ensure prompt processing of your application and payment of your award, monitor the e-mail address you provided on your application and respond to e-mails from the Cowlitz Education Office.

Students applying for a Cowlitz Tuition Assistance Award are urged to seek outside sources of funding for their education costs. To assist you, links to scholarship programs and other educational opportunities are provided on the Tribe's website at http://www.cowlitz.org/index.php/resources/education.

Accommodations will be made for students with disabilities. If you require accommodations or have questions about this application, contact Carol Burnison at education@cowlitz.org or 360-353-9588.

This is a two-step process.

Step 1: Apply for Your Tuition Assistance

Required documents include:
- Completed 2019-20 Application form.
- Copy of your Cowlitz Tribal Identification Card. If you do not have a Tribal ID card, contact the Cowlitz Tribal Enrollment Office by e-mail at cowlitzenrollment@cowlitz.org for a replacement card.
- Completed Education Goals form.
- Transcript—Unofficial transcripts meet this requirement. (High school transcript for graduating seniors. Current or most recent transcript for all other applicants.)
- Copy of current FAFSA Confirmation Letter/Student Aid Report showing EFC. 2019-20 FAFSA application is available at https://studentaid/ed/gov/sa/fafsa

E-mail the completed 2019-20 application form with attachments to education@cowlitz.org. If you are unable to submit your application via e-mail, contact Carol Burnison by phone at 360-353-9588.
- The 2019-20 academic year is defined as June 1, 2019 through May 31, 2020.
- All funds awarded must be used for tuition and tuition related fees for classes beginning on or after June 1, 2019.
- An application packet may be submitted beginning January 2019.
- Do not delay submitting your application. Funding is limited.
- Funds are awarded in the order applications are received and approved.
- Only complete applications submitted with all attachments are eligible for consideration. An incomplete application is not a placeholder.
- To ensure prompt processing of your award application, respond to all e-mails from the Cowlitz Education Office.

You will receive an e-mail confirming receipt of your application prior to the Education Committee's review. Following committee review and approval of funding for your application, a letter of award, instructions to request payment of the award, and a Request for Payment form will be e-mailed to the successful applicant using the e-mail address provided on the application form.

Education Committee approval will be e-mailed within 3 weeks from the date of receipt of a complete application.

Step 2: Request for Payment

Payment of the award is made each quarter/semester/education term after submission of:
- The completed Request for Payment form **and**
- A school statement/invoice showing the detail of tuition and tuition related fees owed. This statement/invoice must include the name of the school, student name, and student identification number.

To avoid delay in the payment of your award, you must respond to all e-mails from the Cowlitz Education Office.
- Funds may be drawn down for classes beginning on or after June 1, 2019.
- E-mail the completed Request for Payment form with the required attachments to education@cowlitz.org. If you are unable to submit your Request for Payment via e-mail, contact Carol Burnison by phone at 360-353-9588.
- Payment is mailed directly to your school.
- Allow 3 weeks for processing and mailing of the payment.
- Unused award funds from this academic year will not rollover to future academic years.

Only complete forms with attachments are eligible for consideration and payment.

Incomplete applications and forms will be returned via e-mail.

Cowlitz Tuition Assistance Award
Policies and Procedures

The Cowlitz Tribe views trade/vocational training and college or university degrees as an investment in both the Tribal member and the future of our Tribal community.

The Education Committee and staff administer the Tuition Assistance Award program and will use these Policies and Procedures as guidelines. These Policies and Procedures are effective on the date they are approved by the Tribal Council.

By accepting Tribal funds from the Cowlitz Tuition Assistance Award program, the applicant/award recipient agrees to comply with these Policies and Procedures.

The Cowlitz Tribe will support tribal members who meet the eligibility requirements and are progressing toward a certificate or degree. The amount of funding available is dependent on the Tribe's ability to fund and the Tribal Council's annual budget approval. The Cowlitz Tribe does not guarantee the amount of funding beyond the current budgeted year.

Tribal funding will support <u>one of each</u> of the following certificates/degrees:
- Trade/Vocational/Professional Certificate
- Associate Degree
- Bachelor Degree
- Master Degree
- Doctorate Degree

Students must be enrolled in a course of study leading to a certificate or degree from an accredited trade/vocational/professional certificate program or an accredited college or university.

Study abroad and study at stateside schools will be funded at the same level and under the same rules.

Applications will be accepted beginning January 1 of each year until funds are exhausted. Applications will then be accepted for a waiting list. If additional funding becomes available, assistance will be offered to those on the waiting list in the order the applications were received.

Academic year is defined as June 1, current year through May 31, following year. Funds must be spent for tuition and tuition related fees in the academic year they are awarded and may be drawn down for classes beginning on or after June 1. Unused award funds from the current academic year will not rollover to future academic years. Refunds and unused funds will be returned to the Tribe.

An award recipient cannot benefit by adjusting the start date of their academic year. The recipient is limited to one award in a twelve month period and not more than two awards in a twenty-four month period. Start date of an alternate academic year is defined as the first day of classes of an academic quarter/semester/term.

Following committee approval of an application, a letter of award including a Request for Payment form and instructions on how to draw down the award will be e-mailed to the successful applicant. Reminders will be e-mailed periodically throughout the academic year.

A student will confirm their enrollment status at the start of each academic quarter/semester/term by submitting a Request for Payment form and an invoice/statement with school name, student name and student identification number as proof of enrollment.

Students changing enrollment status must notify the Cowlitz Education Office via e-mail within two weeks of the change in enrollment. Examples of change in enrollment status: a delay in start date, withdrawal from one or more classes, or a change of school. When you notify the Cowlitz Education Office of the change in enrollment status; include the reason for this change. Examples of reasons: health or academics. Future awards may be reduced by the amount of loss as a result of withdrawing from classes.

A student may appeal Education Committee actions within 30 days of notification of that action. All appeals requesting reconsideration must be submitted via e-mail to the Cowlitz Education Office.

On receipt of the appeal, the Education Committee will review the reasons for reconsideration and determine if the appeal should be rejected or upheld. The appellant will be notified within 30 days of the result of their appeal.

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

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

These Policies and Procedures will be included in the Tuition Assistance Award application packet.

Approved by Education Committee: December 18, 2018
Approved by Cowlitz Tribal Council: January 5, 2019

Cowlitz Indian Tribe Tuition Assistance Award
2019–20 Application

The Cowlitz Indian Tribe awards assistance for tuition and tuition related fees to enrolled Cowlitz members attending an accredited trade/vocational school, college, or university.

- All funds awarded must be used for tuition and tuition related fees in the 2019-20 academic year.
- The 2019-20 academic year is defined as June 1, 2019 through May 31, 2020. Funds may be drawn down for classes beginning on or after June 1, 2019.
- Funds are awarded as applications are received and approved. Do not delay submitting your application. Funding is limited.
- Payment of the award is made directly to the school each quarter/semester/education term after submission of a Request for Payment form and a school statement/invoice showing tuition and tuition related fees owed.
- All communication will be via e-mail. You must respond to e-mails from the Cowlitz Education Office.

Date:

Name: Cowlitz Tribal Enrollment Number:

Birthdate:

Address (Street or PO Box, City, State, Zip Code):

Phone Number: E-Mail (All communication will be to this e-mail address):

Required Attachments:
◇ Copy of your Cowlitz Tribal Identification Card.
◇ Education Goals form.
◇ Transcript (High school transcript for graduating seniors. Current or most recent transcript for all other applicants.)
◇ Copy of FAFSA Confirmation Letter/Student Aid Report showing EFC. FAFSA website: https://studentaid/ed/gov/sa/fafsa

Mark all categories that describe you:
◇ Trade/Vocational/Professional Certification Student   ◇ Part-Time Student
◇ Undergraduate Student   ◇ Full-Time Student
◇ Graduate Student   ◇ Past recipient of a Cowlitz Scholarship/Tuition Assistance Award

Trade/vocational school, college, or university you will attend. If undecided, list all the schools you are considering.

I am requesting tuition and tuition related fees for the 2019-20 academic year in the following amount. Mark one.

◇ Up to $6,000 for community college   ◇ Up to $11,000 for trade/vocational/under-graduate   ◇ Up to $16,500 for graduate

◇ My acceptance of these funds means I have reviewed the Policies and Procedures of the Cowlitz Tuition Assistance Award Program and agree to comply with them.

◇ I agree to respond to all e-mails from the Cowlitz Education Office.

◇ I agree all funds will be used in the academic year requested for tuition and tuition related fees.

◇ I agree all refunds and unused funds of this Cowlitz Tuition Assistance Award will be returned to the Tribe.

◇ I authorize the Cowlitz Indian Tribe interoffice use of my personal information.

◇ I certify all of the information I have submitted is true and correct.

_____   _____
                          Signature   Date

E-mail this completed form with attachments to education@cowlitz.org. If you are unable to submit your application via e-mail, contact Carol Burnison by phone at 360-353-9588.
DO NOT DELAY. FUNDING IS LIMITED.
Only complete application packets are eligible for consideration. An incomplete application packet is not a placeholder.
Incomplete application packets will be returned via e-mail.

Cowlitz Indian Tribe Tuition Assistance Award
2019-20 Education Goals

Date:

Name: Cowlitz Tribal Enrollment Number:

Trade/vocational school, college, or university you will attend. If undecided, list all the schools you are considering.

I will begin my 2019-20 academic year in _____ as a:

Month and Year **or** Quarter, Semester (Summer, Fall, Winter, Spring) **or** Education Term

___ Trade/Vocational Student **OR** College/University Student: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate

Degree or Certificate you will earn:	Trade/Vocational Certificate: _____	Associates: _____ A.A./A.S.	Bachelors: _____ B.A./B.S.	Masters: _____ M.A./M.S.	Doctorate: _____ Ed.D./M.D./Ph.D./J.D.

Trade/Vocational/Professional Certificate: _____

Anticipated Date of Completion
Month/Year: _____

Undergraduate (if undecided, write "undecided"):
Degree: _____ Major: _____

Anticipated Date of Graduation
Month/Year: _____

Graduate Students ONLY:
Program or Department:_____

Anticipated Date of Graduation
Month/Year: _____

Write a 150 word (or less) essay:

First-time applicant: Introduce yourself to your Cowlitz family. Include your educational and career goals and how this award will help you achieve your goals.

Previous recipient of this award: Provide an update on the progress you have made toward achieving your education goals.