



## HIGHER AND VOCATIONAL EDUCATION PAYMENT ASSISTANCE PROGRAM POLICY

### 1. Assistance

- a. The Nottawaseppi Huron band of the Potawatomi Education Office has developed several Educational Programs for its Tribal membership. In the development of these policies, the NHBP has given significant consideration to individual need, as well as, the needs of the entire community. The educational program incentives as provided herein are made pursuant to a governmental program of the tribe for the promotion of the general welfare of its Tribal membership, based on individual or family need, and is not considered compensation for services.
- b. The Nottawaseppi Huron Band of the Potawatomi's Education Office shall provide services to eligible NHBP Tribal Members in accordance with the procedures and guidelines approved by the NHBP Tribal Council. The NHBP Education Office will provide financial assistance to enable NHBP students to follow a course of study leading to a certificate, associate, bachelor's, master's or professional degree from an accredited college, university, institute, or trade school.

### 2. Qualifications

- a. A Tribal Member of the Nottawaseppi Huron Band of the Potawatomi, with current enrollment information on file.
- b. Currently in attendance or accepted for admission at an undergraduate, graduate or certificate program at a regionally accredited or professionally recognized institution of higher or continuing education.
  1. Accredited institutions can be located on the US Department of Education website.
- c. Pursuing a field of study which leads to the completion of a certificate program, associate (2 year degree), bachelor's (4 year degree), master's or professional degree.
- d. Exhaust all other available financial aid (not including loans)
  1. Applicant must submit a Free Application for Federal Student Aid (FAFSA - [www.fafsa.ed.gov](http://www.fafsa.ed.gov)) FAFSA results will be sent to the financial aid office of the college, university, institute, or trade school.
    - a. The NHBP Education Office will obtain a Financial Aid Verification Form (FAVF) provided by the school's Financial Aid Office.
    - b. *The FAFSA MUST be completed prior to applying for the NHBP Higher Education Payment Assistance Program for students attending institutions where financial aid is available.*

### 3. Guidelines - Recipient Responsibilities

- a. Applicants must have a NHBP Education Release and Code of Conduct on file for the current school year.
- b. Use funds for education-related expenses.
- c. Submit a schedule for the current semester in which funding is being requested.
  1. Including student name, class name(s) and number of credit hours.
    - a. Vocational Education students, submit proof of program enrollment if schedule is not available.



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- d. Reapply annually for an academic financial aid package (completion of a FAFSA).
  - e. Report any changes in financial and academic conditions each year. Report changes in class schedule (drops, additions, or withdrawals).
  - f. Submit a detailed financial aid summary or student bill including:
    1. Amount due to the school for tuition, fees, and other expenses.
    2. Resources offered and accepted by the student including scholarships and grants.
  - g. Submit an official transcript or grade report within 30 days of the end of the academic term. The transcript should clearly state: student name, course number, course title, number of credit hours, grade, current semester GPA, and cumulative GPA. An unofficial transcript will be accepted after the first term of an academic year.

Transcript should be sent to:  
NHBP Education Office  
1485 Mno-Bmadzewen Way  
Fulton, MI 49052  
E-mail: [education@nhbpi.com](mailto:education@nhbpi.com)  
Fax: 269.729.4837
  - h. Maintain a minimum academic requirement of a 2.0 GPA on a 4.0 grade scale for undergraduate students and a 3.0 GPA on a 4.0 grade scale for graduate or professional students, or in good standing to complete degree requirements.
  - i. Submit a copy of the diploma or certificate to the NHBP Education Office upon program completion.
- 4. Discontinuation or Adjustment of Payment Assistance**
- a. The Education Office may discontinue or adjust payment assistance if a student:
    1. Fails to comply with the recipient responsibilities.
    2. Recipient fails to disclose information which substantially affects his/her financial situation.
  - b. The NHBP Education Office will discontinue payment assistance only with written notice. The student may submit a written appeal to the NHBP Education Office.
  - c. If a student does not comply with recipient responsibilities, the NHBP Education Office shall:
    1. Place the student on probation if the student does not meet the minimum requirements for one term. Notification of this action will be made to the student through written correspondence. If substantial progress (above a 2.0 undergraduate and 3.0 graduate) is not made during the next term, the student award will be suspended. Exceptions to probationary status are those students who have received less than a 1.0 GPA for any academic term. Students in this situation will be automatically suspended.
  - d. Once a student's payment assistance has been suspended, the student will not be considered for funding until the student, through other funding sources, meets the minimum academic and course hour requirements.



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- e. After a student reinstates his/her payment assistance by fulfilling the outlined requirements, the student will be eligible for additional funding as long as satisfactory performance is continued and funds are available.

### 5. Payment

- a. Applicants will be funded for the current semester or term on a first-come, first-served priority basis, dependent on available funding.
- b. First priority of payment method will be direct payment to the school for tuition, fees and any other outstanding amount due.
- c. The remaining cost of attendance (COA), as determined by the school Financial Aid Office will be provided directly to the student.
  - 1. Under the General Welfare Exclusion Act (Public Law 113-168), full payment may be issued directly to the student. If payments are owed to the school, it is then the responsibility of the student to utilize the funding provided by NHBP to make payment. A receipt indicating payment made to the school must be provided to the Education Office.
    - a. Assistance provided by the NHBP Education Office is not considered taxable income.
    - b. It is up to the student to keep record of payments received for their educational benefit.
- d. Students in need of payment assistance by tuition deadline should submit necessary paperwork and class schedule 30 days prior to payment deadline.
  - 1. If tuition deadlines are not met, an institution may elect to drop the classes for which a student is registered.
  - 2. Michigan Indian Tuition Waiver students should note responsibility for fees not covered by the tuition waiver.
- e. Eligible students will receive the following payment assistance per semester or program, not to exceed unmet need as determined by the Financial Aid Verification Form (subject to fund availability. Funding may be adjusted for non-traditional programs):
  - 1. Students pursuing an associate degree \$1,000 per credit hour
  - 2. Students pursuing a bachelor's degree \$2,000 per credit hour
  - 3. Students pursuing a master's or post graduate degree \$3,000 per credit hour
  - 4. Vocational Education students Program Costs
- f. Dual-enrolled students and agents acting as a fiduciary under a Power of Attorney on behalf of a student are eligible for the amount awarded per credit hour, not to exceed the amount owed to the institution of higher learning.
- g. Failed and repeated classes will not be eligible for additional funding.
- h. Students who drop classes for which financial assistance under this program was provided, or who withdraw from school, are responsible for notifying the NHBP Education Office of those events within 10 days after dropping the class(es) or withdrawing from school. NHBP's Education Office will be responsible for contacting schools to verify students' enrollment status.



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1. Students who drop classes or withdraw from school after receiving financial assistance under this program are responsible for reimbursing NHBP for the assistance received. The portion of the NHBP payment assistance received for the dropped class(es) must be reimbursed to NHBP within one-year after the date he/she has dropped the class(es) or withdraws from school.
  - a. Deduction may be taken from future assistance payments, paid directly from the student to NHBP, or deducted from the student's per capita funding at the current rate per credit hour charged by the school.
    1. Vocational education students may be responsible for repayment of all program costs paid by NHBP
  - b. Payment agreement must be made prior to receiving additional funding from the NHBP Education Office.
2. Students facing unexpected personal hardship or other extenuating circumstances who have elected to withdraw from classes or a program may request relief from the repayment obligation by requesting relief in writing, which details the circumstances which required the student to withdraw from classes and/or the program, including any documentation to verify such circumstances. Documents will be submitted for review by the NHBP Education Committee which shall have the discretion to determine whether relief from repayment obligations is warranted.
  - i. Individual student circumstances may be evaluated on a case by case basis by the NHBP Education Committee.
  - j. Students are expected to be respectful of the funding provided. Any abuse or misuse of funding could be subject to termination of future assistance.
  - k. Non-compliance with the outlined program policies may result in Per Capita withholding from legally responsible adult Tribal Members' account for fees incurred by the Tribe and/or forfeiture of future education program participation.