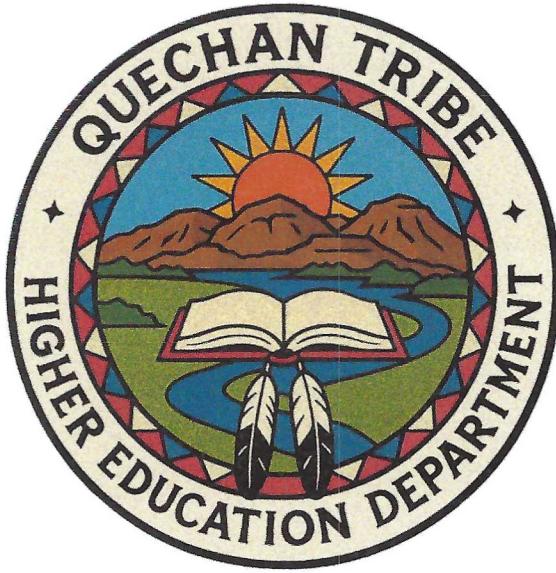


**QUECHAN INDIAN TRIBE HIGHER EDUCATION
DEPARTMENT**

POLICY AND PROCEDURE MANUAL



MISSION STATEMENT

The mission of the Quechan Indian Tribe's Higher Education Department is to provide quality educational opportunities, job readiness training skills, and promote personal self-sufficiency among tribal membership.

The Higher Education/Adult Vocational Training Program will assist potential students to navigate their way through the application process in obtaining a tribal scholarship to attend a community college, university, or vocational training institute.

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PURPOSE:

The purpose of the Higher Education Department is to:

1. Empower tribal members by providing scholarship opportunities that support their pursuit of post-secondary education.
2. Offer advising services is to guide and support students as they navigate post-secondary education, ensuring they make informed decisions that lead to academic success and meaningful career pathways.
3. Assist with completing FAFSA forms, college applications, and scholarship materials to support students in accessing post-secondary opportunities.
4. Fund and disburse approved financial awards within the current academic term in an accurate, timely, and efficient manner.
5. Stipulate terms and conditions in accordance with this established policy to ensure clarity, consistency, and compliance.
6. To serve and accommodate applicants who classified as disabled under the American with Disabilities Act in accordance with the institutions.

EDUCATIONAL PATHWAYS OFFERED:

1. Higher Education
 - a. Associate to Master's degree
2. Vocational Training
 - a. Short term trade school training for job readiness
3. Dual Enrollment
 - a. Opportunity for high school students to take and earn college credits at a higher education institution.

ELIGIBILITY:

1. Must be an enrolled Quechan tribal member.
2. Must have high school diploma or equivalent.
3. Must have a **minimum 2.0 GPA cumulative** for all students except graduates where a **3.0 cumulative GPA** is required from last attended college or high school.
 - a. If an applicant's semester GPA is under the minimum requirement, but has the required cumulative GPA, the applicant may be placed on academic probation for the applying semester.
 - b. If the last school attended was two (2) or more years ago and GPA was under the minimum GPA requirement, eligibility will not be affected.
4. Must be accepted into an accredited institution.

APPLICATION DEADLINES:

The scholarship deadlines may not align with institutional deadlines. Deadline dates are firm and as follows with **NO EXCEPTIONS**:

HIGHER EDUCATION:

1. **May 1st** for the upcoming Fall semester
2. **October 1st** for the upcoming Spring semester

VOCATIONAL TRAINING:

Start dates must be 30-45 after the deadline date.

1. **January 31st**
2. **April 1st**
3. **July 1st**
4. **November 1st**

APPLICATION REQUIREMENTS:

All documents are required for a complete application to be considered. **NO EXCEPTIONS**.

1. Online application found on the tribal website must be submitted by the corresponding deadline.
2. FERPA or Family Educational Rights and Privacy Act, must be submitted every fall for returning students and is required for any deadline for new applicants.
3. A letter of acceptance is required for first year students only.
4. Official class schedule for the applying term.
5. FNA or Financial needs analysis must be filled out by financial aid advisor.
6. A personal statement or answer to prompt must be between 250-500 words.
7. One (1) letter of recommendation signed and dated within the last year must NOT be from family.
8. Unofficial transcripts must show last attended semester completed grades.
9. Proof of tribal enrollment.
10. Proof of FAFSA must be done every academic year.
11. Three (3) outside scholarship submissions must be completed every term. Scholarships cannot be listed as "No Essay". Please utilize the tribal website for updated scholarship opportunities.
12. Lease or dorm and meal plan if requesting housing
13. Proof of route from residence to destination and hotels in staying area if requesting travel stipends.

IF ITEM NUMBERS **2, 4, AND 5** CANNOT BE SUBMITTED BY THE DEADLINE, A WRITTEN STATEMENT AND SUPPORTING DOCUMENTATION FROM THE SCHOOL IS REQUIRED. THEY MUST INCLUDE WHY THEY CANNOT BE TURNED IN AN ESTIMATED DATE WHEN THEY CAN BE SUBMITTED.

INCOMPLETE APPLICATIONS WILL NOT BE FORWARDED TO THE EDUCATION BOARD OR TRIBAL COUNCIL.

FUNDING:

Funding is available based on an applicant's eligibility.

Higher Education and Vocational Training applicants are eligible for the following if they are full-time:

1. Tuition
2. Fees
3. Books & Supplies
4. Testing
5. Housing (if applicable) *
6. Travel Stipend (if applicable) *

Higher Education, Vocational Training part-time, and Dual Enrollment applicants are eligible for the following:

1. Tuition
2. Fees
3. Books & Supplies
4. Testing

***Please refer to the housing and travel sections of the policy for eligibility requirements.**

HOUSING:

Applicants may be eligible for housing assistance. Below are the eligibility requirements:

1. Applicants will be eligible for a maximum of \$1,650.00 per month. \$1,400.00 is designated for rent and \$250.00 for utilities. Monthly stipends will reflect the amount on the lease agreement if less than max plus the utility's stipend. Applicants are responsible for the difference if their lease agreement is more than the max.
2. Physical address is more than fifty (50) miles one (1) way from the attending institution and planning to relocate. It is encouraged that the relocation address be less than fifty (50) miles one (1) way from the institution.
 - i. Applicant must relocate closer to campus or live on campus (if applicable) to receive stipends.
3. Freshman and eligible first year students that are eligible for housing **MUST** live on campus and will not be eligible for off campus living stipends.
 - i. Students must meet qualifications with the institution to live on campus. If they do not, then they will be eligible for off campus living stipends.
4. Applicants local to **Arizona Western College** or AWC may choose to live on campus and have dorm and meal covered by the scholarship. **THIS APPLIES TO AWC STUDENTS ONLY.**
5. Applicants must submit a copy of the signed lease agreement within fifteen (15) days of their start date. If a lease agreement is not submitted, the monthly stipend cannot be issued.
6. Online students do not qualify for rental assistance.

7. Monthly rent stipends are to only cover the applicant's portion of rent and will be calculated based on the total number of individuals occupying. **ALL** occupying individuals must be identified on lease.
8. Monthly progress reports are due by the 20th of each month to ensure monthly stipends are sent and received in a timely manner.
9. Monthly rent stipends will be mailed to the address on the lease provided agreement.
10. Students must submit receipts of rent payments within seven (7) days of the received check. If receipts are not received, monthly rental stipends may be suspended.
11. W-9 will be required for individuals approved for travel stipends. This must be turned in before a stipend can be issued.

TRAVEL EXPENSES:

The need for travel expenses must be identified in the application for the application of the semester. Travel expenses must be deemed necessary to be eligible. **Applicants may not get both a living stipend and travel expense stipend.**

Applicants can be eligible for:

1. Up to \$125 per night for hotel stays.
2. Eligible for up to 0.67 mileage rates per state of Arizona.
3. The maximum monthly amount will not exceed \$1,650.00.

Requirements:

1. Must provide school documentation so that the travel expenses are requested.
2. Must provide Google Map from physical address to address to travel to.
3. Must provide a list of 3 hotels and prices for the time needed to travel.
4. Online students may be eligible for travel expenses if the institution deems it necessary. Supporting documentation from the school is required.
5. Monthly progress reports are due by the **20th of each month** to ensure monthly stipends are sent and received in a timely manner.
6. Receipts for hotel stays must be submitted within 5 business days after each stay.
 1. If receipts are not received, travel stipends may be discontinued.
7. W-9 will be required for individuals approved for travel stipends. This must be turned in before a stipend can be issued.

MAINTAINING ELIGIBILITY:

Below are the requirements to stay eligible for the scholarships. If applicants fail to meet one (1) or more of the requirements, they will be placed on academic probation or suspended from the program. ***Please refer to the academic probation and suspension section. ***

1. Applicants must maintain a 2.0 GPA or better for undergraduates and vocational applicants and a 3.0 GPA or better for graduate and online students per funded term.
2. Applicants must maintain the number of credit hours approved for full-time or part-time per the institutional credit policies.
3. Applicants must meet and maintain satisfactory academic progress or SAP in coordination with the attending institution.
4. Applicants must maintain the minimum GPA standards to receive their monthly rent or travel stipend. Failure to do so will result in loss of the stipend.
5. Official transcripts and a copy of diploma must be submitted at the end of the academic term when received.
6. Financial aid cards must be submitted by the end of each academic term.
7. Applicants must notify the Higher Education Department of any changes to their program within five (5) business days.

MAXIMUM PERIOD OF ELIGIBILITY:

The maximum period of eligibility is based on the type of scholarship received. The must be a waiting period of one (1) year after the completion of one funded scholarship to qualify for the other. This does not include dual enrollment.

Higher Education:

1. Applicants may receive up to eight (8) years of non-consecutive funding.
2. The maximum degree funded is a masters.
3. Applicants approved for funding are approved each academic semester, fall and winter trimester, or winter and spring trimester, whichever the school identifies.
4. Applicants approved for funding are limited to one (1) major change during the duration of being funded.

Vocational Training:

1. Applicants may receive one (1) funded program per member.
2. Applicants may be eligible after one (1) year of completion of their program.
 - i. Applicants may apply for another program in the related field they received their certificate when first funded.
 - ii. Applicants are eligible for a total of up to two (2) certificates in the related field with the one (1) year waiting period between each certificate.
3. Applicants are limited to funding in accordance with their projected completion date.
4. Applicants who cannot complete their program by their anticipated completion must provide written documentation and supporting documentation from the institution. Extensions will not be granted without proper documentation.

Dual Enrollment:

1. Applicants may be funded through the entirety of high school.
2. Being funded under the Quechan Dual Enrollment application will not affect the maximum period of funding under higher education or vocational training scholarships.

LEAVE OF ABSENCE:

1. An Applicant may request a Leave of Absence (LOA) from their institution for any reason.
2. The LOA must be granted by the institution, and written documentation will have to be provided to the Program within (5) business days. Failure to notify the Department will result in loss of funding and eligibility in terms of this Policy.
3. The Department will abide by the school's policies and guidelines in accordance with the students' rights to LOA. In cases where there are no policies regarding LOA from a school, the Department will require a written request and supporting documentation from the student before granting the LOA.
4. Applicants will be granted only one (1) LOA per academic year for higher education applicants and one (1) LOA per academic term for vocational training applicants.
5. Applicants will not be eligible to receive a monthly living stipend while on a LOA. Applicants who have received disbursement for the month they were on a LOA will not be eligible to receive another disbursement until the second month following return from a LOA. Once the applicant resumes their approved class schedule, they will receive the living stipend.

APPLICATION SCREENING PROCESS:

Applicants must allow a minimum of 45 business days for the application process. The applicant may be asked to revise their application during the application screening process.

1. The higher education department will conduct an internal review of application and prepare the documentation including the amount of unmet need for the requested funding for the higher education board and tribal council review.
2. The Higher Education Board will screen each application to ensure the applicant meets the requirements set forth in this policy for funding eligibility and recommend approvals and denials.
3. Once applications have been screened and a recommendation has been made, the tribal council will review the application.
4. Tribal Council will review applications and shall have final authority to officially approve or disapprove applications.
5. Once tribal council makes the final decision, applicants will be notified regarding the decision.
6. Payments will be mailed out to the institutions. Rent stipends will be mailed to applicants.
 - i. If there are outstanding documents even after approval, funds will be held until all documents are received.

PAYMENT OF AWARD:

1. The scholarship will be sent directly to the institution. These funds are to be applied to tuition, books, and dorm/meal plans for the specified time.
2. In the event of an overpayment/refund the funds must be paid back to the Quechan Indian Tribe in full within 15 business days. Failure to repay the funds will result in a sanction for further eligibility in the program.

3. All applicants who receive a monthly stipend will be required to submit a W-9 Tax Form. These forms are used by the Quechan Indian Tribe Finance Department for their documentation of vendors.
4. Any portion of the scholarship pertaining directly to institutional cost is not taxable; however, room and board or the monthly living stipend may be taxable if you receive 1099 from the funding source. If the applicant has any concerns, it is in the applicant's best interest to keep all receipts for expenditures and tax forms provided by the institute for review by a tax professional. This is the responsibility of the applicant.

WITHDRAWALS:

1. When an applicant officially withdraws on or after the first day of class, all refunds shall be forwarded to the Quechan Indian Tribe within five (5) business days.
2. When an applicant unofficially withdraws, drops out, or is expelled from the institution, the institution will determine the date of withdrawal by using the last recorded day of attendance at the school. Any unused funds will be returned to the Quechan Indian Tribe.
3. During the currently awarded academic term, if the student withdraws from their programs, they will be suspended from the program for two (2) years from the date of withdrawal.

ACADEMIC PROBATION AND SUSPENSION:

1. An applicant who does not meet the minimum academic and institutional attendance requirements will be placed on Academic Probation by the department for the following academic term.
2. Applicants may be placed on academic probation at any time if they are not in compliance with this policy.
3. An applicant will be funded during their probationary period, but they must remain in compliance with all terms of this policy and return to satisfactory academic progress and institutional attendance requirements of their program by the end of the next academic term.
4. New applicants may be placed on academic probation if their last semester/term GPA does not meet the minimum requirements set forth in this policy, even if their cumulative GPA is over the minimum.
5. An applicant's failure to maintain satisfactory academic progress or attendance requirements during the academic probation period will result in notification of suspension from the program.
6. The department does not pay for repeated courses. If an applicant must take a course over again to progress as identified by the course outline or decides to take a course over again for a better grade, this will be at the expense of the applicant.

7. Applicant may be required to pay back any monthly rent or travel stipends issued to them within seven (7) business days of their letter of suspension.

A. To reapply after the two (2) year suspension, all balances of unpaid monthly rent or travel stipend must be paid back to the Tribe.

RECORDS AND REPORTING:

1. The Department will be responsible for maintaining a student cumulative file which will consist of current applications, resolution of approval from the Quechan Indian Tribe, payment schedules, award letters, grades, progress reports, academic plan, and other related education-related documents necessary to identify all applicant enrolled in the Department.
2. An applicant must sign a Release of Information for any or all other individual that requires information regarding the student general enrollment education information from the Higher Education Department.

APPEAL PROCESS:

This section applies to those applicants whose completed applications have been forwarded for review by the Higher Education Board and decision by the Quechan Tribal Council. If an applicant is not satisfied with the decision(s), the applicant may appeal to the Quechan Tribe Council but must abide by the following procedures.

1. A request for an Appeal Hearing shall be filed to the Quechan Tribal Secretary within 14 business days from the date of denial letter from the Higher Education Department.
2. After 14 business days, no appeal of the decision may be accepted or considered by any government or organizational body of the Quechan Tribal Council.
3. Appeals will not be accepted from any person other than the applicant except in cases where assistance is required under the American with Disabilities Act (ADA).
4. Applicants must submit a written request to be on the Work Session Agenda with the Quechan Tribal Secretary once they receive their denial letter.
5. Appeals will be addressed by the Quechan Tribal Council who will review the pertinent information supplied by the applicant and the Program.
6. The appeal request shall contain the following:
 - Denial Letter
 - Name, address and phone number of the applicant.
 - The appeal letter should include a clear and concise statement of the facts, pertinent dates, and complaint to be considered.
 - Any supporting documents.

7. Once the Quechan Tribal Council reviews the appeals and makes a formal decision, the applicant will be notified of their final decision by the Quechan Tribal Secretary. There will be no additional appeals available.
8. The Quechan Tribal Secretary will inform the Higher Education Department of their decision in writing within 10 business days.
9. If, by following the established guidelines of the appeal process the Quechan Tribal Council overturns their original decision, the applicant will thereafter be subject to and abide by all terms of this policy.

ADJUSTMENTS:

Adjustments may be requested once the support payments from the department have been posted. If there is a balance left, the applicant may request an adjustment by including the following:

1. Written request to the department.
2. Updated FNA.
3. Copy of the charges to applicant's account.

Once submitted, a review of the charges will be conducted to see if they qualify under tuition, fees, books, or housing (if previously approved) and then it will then be forwarded through the normal application process.

The request must be made no later than 14 business days after the posted payment. After 14 business days, there cannot be a request for an adjustment.

DUAL ENROLLMENT:

1. Dual enrollment is only funded for high school students.
2. Must have and maintain a 3.0 in high school.
3. Must provide high school transcripts.
4. Must provide FNA for the courses.
5. Must provide grades after completion of the class.

Definitions

Academic Term - A period from start to finish of one semester, one trimester, or one quarter/term as established by the eligible institution.

Academic Probation -A period of time of one academic term in which a scholarship applicant is given an opportunity to re-establish eligibility status.

Academic Year -The equivalent of at least two semesters, three trimesters, or three quarters/terms of study at institutions that measure academic progress in credit hours and use a semester, trimester, or quarter/term system.

Academic Suspension -The period of one academic year in which a student will be ineligible to receive a tribal scholarship from the Quechan Indian Tribe.

Accreditation -The certificate of recognition issued by state or nationally recognized accrediting agency or association that certifies the institution is providing a quality program of study.

Books and Supplies - Includes textbooks and course required materials as determined by the eligible institution, i.e. e-books, specialized tools/kits, uniforms, parking fees, and licensing fees for the academic term in which the student is currently registered. Laptops & Internet services are not recognized as required supplies.

Campus Based Aid - Additional financial assistance based on the completion of the Free Application for Federal Student Aid (FAFSA) which is offered and administered by the Financial Aid Department at the institution in which the student is registered.

College Level Courses -Course study and instruction of sufficient caliber which meet the standards required in conferring with Associates, Baccalaureate, and Graduate degrees.

Continuing Student -A Quechan Indian Tribal applicant who attended an eligible institution the previous academic term and is applying for a scholarship for the next consecutive term.

Course Outline -The document provided by the eligible institution which lists all required courses the applicant must take to complete their degree or program of study.

Dependent with Special Needs-An applicant who meets the guidelines and criteria of the U.S. Internal Revenue Service (IRS) as a "legal dependent" and handicapped by impairment(s) that have been certified by medical findings such as a hearing, visual, physical, and mental disabilities among others, in accordance with the student's Individual Education Plan (IEP).

Eligible Institutions -An institute of higher education/vocational training that holds state or national accreditation.

Fees -Costs associated with enrollment and required courses as defined by the eligible institution and outlined on the Financial Needs Analysis (FNA).

Free Application Federal Student Aid (F AFSA)-financial aid for undergraduate students at an accredited institution of higher education that is authorized by Title IV-A Sub-Part (1) of the Higher Education Act as amended.

Financial Aid Officer (FAO)-The eligible institution employee responsible for administering financial assistance to enrolled applicants on behalf of the institution and completing the FNA.

Financial Aid Package -The financial aid plan that includes all financial assistance awarded to the applicant from various types of resources including other funding agencies and is prepared, certified, and awarded by the FAO.

Financial Needs Analysis (FNA) - The budget form completed by the FAO and used by the Program to determine the applicant's unmet needs; which lists education expenses and identifies all resources of awards/scholarships given to the applicant for the current academic term.

Foreign Abroad Student -An applicant who has been accepted into a study abroad course relating to the applicant's program of study and who has successfully completed the previous academic term at an above satisfactory level with a 3.0 grade point average or higher.

Full-Time Student -An applicant is required to carry a minimum of (12) twelve credit hours for full-time status, or meets the institutional full-time status.

Graduate Student-An applicant who has completed a bachelor's degree and is carrying the required credit hours for full-time status as determined by the institution towards a graduate degree.

Ground Study -Courses taken on campus in a classroom setting.

Hybrid Course -Course design that combines traditional ground study with online instruction and reporting as defined by the eligible institution.

I-Course (Online)-Instructional content delivered electronically using electronic media, educational technology, and information and communication technologies (ICT).

Monthly Living Stipend - Scholarship funds (if applicable) that are awarded for the applicant's portion of rent and utilities.

New Student - An applicant who has never participated in the Program or has not been funded within (1) calendar year of the application submission date.

Online Student - An applicant is considered an online applicant when their class schedule and/or course outline requires 51 % or more of online courses.

Part-Time Student - An applicant is required to carry a minimum of (6) six credit hours for part-time status.

Relocation Address- This address is what is on the lease agreement signed when relocating due to physical address being more than fifty (50) miles away from the attending institution to qualify for rental assistance.

Satisfactory Academic Progress - Determination and maintenance of good academic standing as defined by the eligible institution. The minimum tribal standard is set at 2.00 GPA per academic term for undergraduate/vocational training students; 3.00 GPA per academic term for graduate students except for special needs students whose progress shall be measured with guidance from the eligible institution.

Shared Housing Statement- The applicant's notarized document, provided by the Program, which states the applicant's living arrangements, rental and utility payment obligations. It is only used when a formal lease agreement is not available.

Tribal Member- An individual enrolled in the Quechan Indian Tribe.

Tuition - The required costs for enrollment and instruction charged by the eligible institution.

Undergraduate Student - An applicant enrolled in a course study that is classified by an eligible institution as leading towards an associate or bachelor's degree.

Unmet Need- The calculated amount the applicant needs to attend the eligible institution less their total resources and not including student loans.

Utilities - The amount awarded as a flat rate payment to cover the applicant's cost of electricity (if the electricity is not included in rental payment) as awarded with the monthly living stipend.

Vocational Student - An applicant enrolled in an accredited vocational or trade school.



QUECHAN INDIAN TRIBE
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RESOLUTION

R-01-26

A RESOLUTION REQUESTING THE QUECHAN TRIBAL COUNCIL TO APPROVE THE REVISED HIGHER EDUCATION/ADULT VOCATIONAL TRAINING PROGRAM POLICY AND PROCEDURE MANUAL EFFECTIVE JANUARY 1st, 2026.

WHEREAS: THE QUECHAN INDIAN TRIBE OF THE FORT YUMA INDIAN RESERVATION IS A FEDERALLY RECOGNIZED INDIAN TRIBE ORGANIZED UNDER A CONSTITUTION AND BYLAWS RATIFIED BY THE TRIBE ON NOVEMBER 28, 1936, AND APPROVED BY THE SECRETARY OF THE INTERIOR ON DECEMBER 18, 1936, WITH REVISED AMENDMENTS APPROVED ON NOVEMBER 18, 1974, AND MAY 21, 1997; AND

WHEREAS: THE QUECHAN INDIAN TRIBE PROVIDES EDUCATIONAL OPPORTUNITIES TO QUECHAN TRIBAL MEMBERS THROUGH THE HIGHER EDUCATION/ADULT VOCATIONAL TRAINING PROGRAM; AND

WHEREAS: THE QUECHAN HIGHER EDUCATION BOARD HAS REVIEWED THE REVISIONS FOR THE POLICY AND PROCEDURES MANUAL AND RECOMMENDS TO THE QUECHAN TRIBAL COUNCIL THAT THE HIGHER EDUCATION/ADULT VOCATIONAL TRAINING PROGRAM POLICY AND PROCEDURE MANUAL BE APPROVED WITH REVISIONS; AND

NOW, THEREFORE BE IT RESOLVED THAT: THE QUECHAN TRIBAL COUNCIL REVIEWED AND APPROVES THE REVISIONS OF THE HIGHER EDUCATION/ADULT VOCATIONAL TRAINING PROGRAM POLICY AND PROCEDURE MANUAL EFFECTIVE JANUARY 1st, 2026; AND

BE IT FINALLY RESOLVED THAT: THE PRESIDENT OR IN HIS ABSENCE THE VICE-PRESIDENT IS THE AUTHORIZED OFFICIAL TO EXECUTE ALL APPLICABLE DOCUMENTS.

CERTIFICATION

THE FOREGOING RESOLUTION WAS PRESENTED AT A SPECIAL MEETING OF THE QUECHAN TRIBAL COUNCIL WHICH CONVENED ON JANUARY 05 , 2026 DULY APPROVED BY A VOTE OF 6 FOR, 0 AGAINST, 0 ABSTAINED, 0 ABSENT, BY THE TRIBAL COUNCIL OF THE QUECHAN TRIBE, PURSUANT TO THE AUTHORITY VESTED IN IT BY SECTION 16 OF THE RE-ORGANIZATION ACT OF JUNE18, 1934 (48 STAT., 984) AS AMENDED BY THE ACT OF JUNE 15, 1935 (49 STAT., 378) AND ARTICLE IV, OF THE QUECHAN TRIBAL CONSTITUTION AND BYLAWS. THIS RESOLUTION IS EFFECTIVE AS OF THE DATE OF ITS APPROVAL.

QUECHAN TRIBE

BY:



JONATHAN E. KOTEEN, PRESIDENT
QUECHAN TRIBAL COUNCIL



MARIA S. BARLEY, INTERIM SECRETARY
QUECHAN TRIBAL COUNCIL