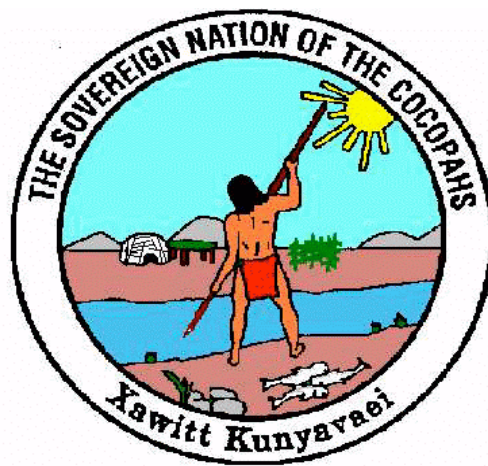# Cocopah education Department

Higher Education Handbook

POST-SECONDARY EDUCATION

INTRODUCTION

This Higher Education Student Handbook was written as a service to you, the future of the Cocopah Indian Nation. By taking the step of entering post-secondary education, you have announced your desire to preserve, invigorate, and strengthen the Cocopah Indian Nation through education. No matter what career or major you choose, you will accomplish this through your success.

The Higher Education Student Handbook is not meant to be comprehensive, but does address the most frequently asked questions about Cocopah Indian Nation Higher Education Programs. If you have additional questions or concerns, please do not hesitate in calling or writing to the Cocopah Department of Education.

MISSION

The Cocopah Education Department exists to address the post-secondary issues and concerns of the Cocopah Indian Nation by providing informational and funding opportunities which assist the maximum number of Cocopah Indian students with an individualized program in the areas of higher education. The purpose of the Cocopah Education Department is to assist Cocopah Indian students in ascertaining a post-secondary degree from an accredited institution.

KEY POINTS

Programs administered by the Cocopah Education Department:

- Higher Education Grant
- Private/Non-Regionally Accredited School
- Part-Time Students
- Summer Tuition Assistance
- Pre-Graduate Support Program
- Graduate Fellowship
- Student Summer Internship Program

HIGHER EDUCATION GRANTS

The Higher Education Grant Program is designed for full-time students who plan to obtain an undergraduate degree (associates or bachelors) from a **regionally accredited public college or university**.

Students who receive funding under this program will be considered either a continuing education or higher education student. Continuing education students are defined as entering a regionally accredited public college or university in the same calendar year that they have graduated from high school and continue to pursue their undergraduate degree in consecutive semesters/terms through completion, and has no dependents. Higher education students are defined as students who have delayed enrollment (does not enter post-secondary education in the same calendar year that they have graduated from high school), are considered financially independent, have dependents other than a spouse, and/or are a single parent.

Students will also be considered need-based or non-need based due to their financial status. Full-time students may receive a grant for tuition, books, room and board, transportation, personal costs, and any other expenses deemed necessary by the institution's financial aid department. Funding will be based on the academic year.

NEED-BASED STUDENTS

Students who show financial need may receive two equal payments throughout each academic school year they are eligible for funding. The **first** one-half of their term award will be sent at the beginning of the semester/term upon verification that the student is at full-time status. The **second** one-half will be sent upon verification that the student is at full-time status and adhered to the grade point average requirement at the beginning of the second semester/term. It is the student's responsibility to supply the necessary documents for verification.

NON-NEED STUDENTS

Students who are determined by the institution's financial aid department to have "no financial need" (non-need students) **MAY** be considered for a Higher Education Grant based upon the availability of funds. **The students funding will be based on average attendance costs of in-state/out-of-state institution as determined by the Cocopah Education Department and the Cocopah Education Board. Students whose institutions costs are lower than the average attendance costs determined by the Cocopah Indian Nation Education Department and the Cocopah Education Board will only be eligible for the lower amount.** If funds are available for the non-need student then the **first** one-half of their term award will be sent at the beginning of the semester/term upon verification that the student is at full-time status. The **second** one-half will be sent upon verification that the student is at full-time status and adhered to the grade point average requirement at the beginning of the second semester/term. It is the student's responsibility to supply the necessary documents for verification.

NOTE: The Cocopah Education Department **does not** fund the following expenses: Computer Purchase, Vehicle Purchase, Vehicle Repair, Clothes, Fines or Tickets, Defaulted Student Loans, Delinquent Bills, Personal Travel Requests, Medical Assistance, Furniture, Photography Equipment, Video Equipment, or any Materials and/or Expenses not Deemed Educational.

No bills will be paid, nor grants awarded, retroactively. Students who did not apply for funding or whose file was not complete, will not be awarded a grant for an academic semester/term, which has already passed. This policy also applies to expenses for which a student may request payment.

ELIGIBILITY

The following eligibility requirements apply to full-time students receiving funding from the Cocopah Education Department for Higher Education:

1. Must be an enrolled member of the Cocopah Indian Nation, no pending Cocopah Tribal enrollment.

2. Possess a High School Diploma or GED.

3. Complete and submit all necessary college/university documentations by the deadline date for their program.

4. Complete and submit the Cocopah Higher Education application and Financial Analysis form by deadline date.

5. Be accepted into an accredited, public college or university within the borders of the United States. Institutions must be accredited by a regional accreditation agency.

6. Apply with the Free Application for Federal Student Aid (FAFSA) each year.

7. Must not be suspended from other Cocopah Higher Education Grant Programs.

8. Complete an academic plan each year; this should be prepared with the assistance of the college/university's school counselor and/or academic advisor.

9. The following requirements will determine the higher education funding a student will be eligible to receive from the Cocopah Education Department:

   - GED graduates or higher education students or high school graduates with a 2.99 grade point average or below will need to attend their local community college.

   - High school graduate with grade point average of 3.00 or above will be allowed to attend their local college or an in-state university, which they are residence of.

   - High school graduate with grade point average of 3.50 or above may be allowed to attend an out-of-state institution.

APPLICATION PROCESS & STUDENT FILE REVIEW

1. Federal Financial Aid Application Process:

   Students must complete and submit the free application for Federal Student Aid (FAFSA) to the U.S. Department of Education. When the application is submitted and processed the student will receive a Student Aid Report (SAR) 6 - 8 weeks from the Federal Processor. Once the SAR is received please verify all information on the report and make the necessary changes as needed.
   Have your file completed and mailed to Federal Aid Programs by March 1st.
   Although most schools now receive a copy of the SAR electronically, students should check with their Financial Aid Office to ensure that the institution has received the SAR and also ensure that no other verification materials are needed by the school.

2. Tribal Grant Application Process:

   The Cocopah Tribal Financial Needs Analysis Form and the Cocopah Tribal Higher Education Application must be completed and submitted to the Cocopah Education Department by May 1st for Fall Semester or by October 1st for Spring Semester.
   The financial needs analysis form will be submitted to the financial aid office of the student's institution for completion.

   Applications received after the required deadline dates **may not be processed until the next semester.**

3. Student File Review:

    Upon receipt of the Financial Review Form from the school's Financial Aid Office, the Cocopah Education Department and Cocopah Education Board will review each student's file for the following:

    - Cocopah Higher Education Application
    - Financial Needs Analysis Form of the Cocopah Education Department
    - Up-to-date official grade transcript
    - Letter of admission from the college or university
    - Course schedule from your school
    - Current Academic Plan
      Changes to the student's file or funding will be at the discretion of the Cocopah Education Board.
      The Cocopah Education Department will send a letter confirming the approved dollar amount or denial of services to the student and the school's financial aid office.

4. Disbursement of Grant:

    The Cocopah Indian Tribal grant checks will be written in the names of both the student and the school, and sent directly to the school's financial aid office. All checks will be sent by registered return receipt mail. **Checks will not be express mailed nor will they be available for pick-up.**

    Each institution has its own policy regarding the release of financial aid. It is the student's responsibility to abide by the school's policy. If you have any questions, please contact your institution's financial aid office.

FUNDING PRIORITY

Students who have completed and submitted all necessary paperwork by the deadline dates will have priority for funding **(if they are eligible for funding).** If funds become limited, funding will be distributed according to the following list:

1. Continuing undergraduate students in good academic standing

2. Continuing education new undergraduate students

3. Higher education new undergraduate students

4. Non-financial need students

ACADEMIC & CREDIT REQUIREMENTS

The following requirements for academic progress will be used to determine funding under the Higher Education Grant Program.

1. All continuing students are required to submit an official grade transcript after each academic semester/term. If a student does not meet this requirement, funding will be suspended until an official grade transcript has been received by the Cocopah Education Department. Faxes, copies, or e-mails of transcripts will not be accepted. Official grade reports that clearly show the institution name, term, number of credits completed, term g.p.a and cumulative g.p.a are required by the Cocopah Education Department.

2. Students are expected to obtain no less than a 2.00 grade point average per academic semester/term.

3. All students are expected to complete the number of credits for which they were funded. Full-time students need to maintain 12 credits or more per semester/term.

4. Student is required to fulfill all necessary courses to ascertain a college/university program degree. Funding maybe denied for non-required courses.

PROGRESS EVALUATION

Students will be evaluated for academic progress toward their educational goals on a yearly basis. Undergraduate students should complete their degree program within 5 academic years of funding. Beginning with the 6th academic year, students will receive funding for direct costs only (tuition, fees, and books). Beginning with the 7th academic year of funding, students will receive funding for 1/2 of the direct costs only.

ACADEMIC WARNING PROCEDURES

A. CONTINUING EDUCATION STUDENTS: (Full-Time Students)

Continuing education students receiving grant funding from the Cocopah Education Department will need to adhere to all academic and credit requirements. Students who do not adhere to the stated requirements will be subject to the academic warning policy.

Full-time continuing education students who fall below (12 credits) status, are expelled, transfer or withdraw during an academic semester/term must immediately notify the Cocopah Education Department in writing within 10 business days from the time of the student's status change. Failure to do so will immediately put the student in suspension status under the Cocopah Education Department.

Students who violate the academic and credit requirements will receive written notification by mail indicating their status of probation or suspension from the Cocopah Education Department.

PROBATION AND SUSPENSION

1. **PROBATION: A continuing education student will be placed on probation with the Cocopah Education Department if one of the following occurs:**

   A. Student's semester/term grade point average falls below 2.00.

   B. Full-time student does not complete a full-time course load of at least 12 credits.

The probation period will start with the next funding term, which the student will remain eligible to receive funding during the probation period.

Students will be removed from probation status when they have submitted an official grade transcript to the Cocopah Education Department showing that they have completed a minimum of 12 credits with a minimum 2.00 grade point average in the general education curriculum or within the focus of study/degree the student is pursuing.

2. **SUSPENSION: A continuing education student will be suspended from The Cocopah Education Department if one of the following occurs:**

   A. Student is on probation and does not meet the probation requirements.

   B. Student completely withdraws from school without immediately notifying the Cocopah Education Department in writing within 10 business days from the time of withdrawal from the school.

The suspension period will begin immediately upon verification of the student's status with regards to grades, credits, and/or withdrawal from school. **When the student has reached suspension status the student will not be eligible for funding through the Cocopah Education Department.**

Students who are suspended from the program may appeal. All appeals must be submitted in writing to the Education Director and Education Board with appropriate documentation within 10 business days from which they received notification of their suspension status. Eligibility will be determined on an individual basis. Until determination is made on their appeal, they will be ineligible to receive funding from the Cocopah Education Department. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student. The condition or situation must no longer exist, and the student must be able to complete course work successfully.

B. HIGHER EDUCATION STUDENTS: (Full-time Students)

Higher education students receiving grant funding from the Cocopah Education Department will need to adhere to all academic and credit requirements. Students who do not adhere to the stated requirements will be suspended from the Cocopah Education Departments funding. There is no probationary period for higher education students.

Full-time higher education students who fall below (12 credits) status, expelled, transfer or withdraw during an academic semester/term must immediately notify the Cocopah Education Department in writing within 10 business days from the time of the student's status change. Failure to do so will immediately put the student in suspension status under the Cocopah Education Department.

Students who violate the academic and credit requirements will receive written notification by mail indicating their status of suspension from the Cocopah Education Department.

SUSPENSION: A higher education student will be suspended from The Cocopah Education Department if one of the following occurs:

    A. Student's semester/term grade point average falls below 2.00.

    B. Full-time student does not complete a full-time course load of at least 12 credits.

    C. Student completely withdraws from school without immediately notifying the Cocopah Education Department in writing within 10 business days from the time of withdrawal from the school.

The suspension period will begin immediately upon verification of the student's status with regards to grades and/or credits. **When the student has reached suspension status the student will not be eligible for funding through the Cocopah Education Department.**

Students who are suspended from the program may appeal. All appeals must be submitted in writing to the Education Director and Education Board with appropriate documentation within 10 business days from which they received notification of their suspension status. Eligibility will be determined on an individual basis. Until determination is made on their appeal, they will be ineligible to receive funding from the Cocopah Education Department. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student. The condition or situation must no longer exist, and the student must be able to complete course work successfully.

PRIVATE & NON-REGIONALLY ACCREDITED INSTITUTIONS

This program addresses those students who wish to attend a regionally accredited private college/university or a non-regionally accredited institution as a full-time student who plan to obtain an undergraduate degree (associates or a bachelors). Under this program students will be eligible for funding but based on average attendance costs of in-state/out-of-state institution as determined by the Cocopah Education Department and the Cocopah Education Board. Special consideration will be given on a case-by-case basis for those students who are/will be attending a prominent program of study such as an Ivy League institution. Students whose institutions costs are lower than the average attendance costs determined by the Cocopah Indian Nation Education Department and the Cocopah Education Board will only be eligible for the lower amount.

Students who receive funding under this program will be considered either a continuing education or higher education student. Continuing education students are defined as entering an accredited college or university in the same calendar year that they have graduated from high school and continue to pursue their undergraduate degree in consecutive semesters/terms through completion, and has no dependents. Higher education students are defined as students who have delayed enrollment (does not enter post-secondary education in the same calendar year that they have graduated from high school), are considered financially independent, have dependents other than a spouse, and/or is a single parent.

NOTE: The Cocopah Education Department **does not** fund the following expenses: Computer Purchase, Vehicle Purchase, Vehicle Repair, Clothes, Fines or Tickets, Defaulted Student Loans, Delinquent Bills, Personal Travel Requests, Medical Assistance, Furniture, Photography Equipment, Video Equipment, or any Materials and/or Expenses not Deemed Educational.

No bills will be paid, nor grants awarded, retroactively. Students who did not apply for funding or whose file was not complete, will not be awarded a grant for an academic semester/term, which has already passed. This policy also applies to expenses for which a student may request payment.

ELIGIBILITY

The following eligibility requirements apply to full-time students receiving funding from the Cocopah Education Department:

1. Must be an enrolled member of the Cocopah Indian Nation, no pending Cocopah Tribal enrollment.

2. Possess a High School Diploma or GED.

3. Complete and submit the college/university's application by the deadline date for their program.

4. Complete and submit the Cocopah Higher Education application deadline date.

5. Be accepted into an accredited, college, or university within the borders of the United States.

6. Apply with the Free Application for Federal Student Aid (FAFSA) each year.

7. Complete an academic plan each year; this should be prepared with the assistance of the college/university's school counselor and/or academic advisor.

8. Must not be suspended from other Cocopah Higher Education Grant Programs.

9. The following requirements will determine the higher education funding a student will be eligible to receive from the Cocopah Education Department:

   - GED graduates or higher education students or high school graduates with a 2.99 grade point average or below will need to attend their local college.

   - High school graduate with grade point average of 3.00 or above will be allowed to attend their local college or an in-state university, which they are residence of.

   - High school graduate with grade point average of 3.50 or above may be allowed to attend an out-of-state institution.

APPLICATION PROCESS & STUDENT FILE REVIEW

1. Federal Financial Aid Application Process:

   Students must complete and submit the free application for Federal Student Aid (FAFSA) to the U.S. Department of Education. When the application is submitted and processed the student will receive a Student Aid Report (SAR) 6 - 8 weeks from the Federal Processor. Once the SAR is received please verify all information on the report and make the necessary changes as needed.
   Have your file completed and mailed to Federal Aid Programs by March 1st.
   Although most schools now receive a copy of the SAR electronically, students should check with their Financial Aid Office to ensure that the institution has received the SAR and also ensure that no other verification materials are needed by the school.

2. Tribal Application Process:

   The Cocopah Tribal Higher Education Application must be completed and submitted to the Cocopah Education Department by May 1st for Fall Semester or by October 1st for Spring Semester. In order to determine funding, the Cocopah Education Department must be provided with contact information to the institution at least 30 business days prior to the deadline.

   Applications received after the required deadline dates **may not be processed until the next semester.**

3. Student File Review:

   The Cocopah Education Department and Cocopah Education Board will review each student's file for the following:

   - Cocopah Higher Education Application
   - Up-to-date official grade transcript
   - Letter of admission from the college or university
   - Course schedule from your school
   - Current Academic Plan
     *Changes to the student's file or funding will be at the discretion of the Cocopah Education Board.

     The Cocopah Education Department will send a letter confirming the approved dollar amount or denial of services to the student and the school's financial aid office.

4. Disbursement of Grant:

   Upon determination of the grant awarded to the student, two equal payments will be dispensed throughout each academic school year. The Cocopah Indian Tribal grant checks will be written in the names of both the student and the school, and sent directly to the school's financial aid office. All checks will be sent by registered return receipt mail. **Checks will not be expressed mailed nor will they be available for pick-up.**

   Each institution has its own policy regarding the release of financial aid. It is the student's responsibility to abide by the school's policy. If you have any questions, please contact your institution's financial aid office.

ACADEMIC & CREDIT REQUIREMENTS:

The following requirements for academic progress will be used to determine funding under the Higher Education Grant Program.

1. All continuing students are required to submit an official grade transcript after each academic semester/term. If student does not meet this requirement, funding will be suspended until an official

grade transcript has been received by the Cocopah Education Department. Faxes, copies, or e-mails of transcripts will not be accepted. Official grade reports that clearly show the institution name, term, number of credits completed, term g.p.a and cumulative g.p.a is required by the Cocopah Education Department.

2. Students are expected to obtain no less than a 2.00 grade point average per academic semester/term.

3. All students are expected to complete the number of credits for which they were funded. Full-time students need to maintain 12 credits or more per semester/term.

4. Student is required to fulfill all necessary courses to ascertain a college/university program degree. Funding maybe denied for non-required courses.

PROGRESS EVALUATION

Students will be evaluated for academic progress towards their educational goals on a yearly basis. Undergraduate students should complete their degree program within 5 academic years of funding. Beginning with the 6th academic year, students will receive funding for direct costs only (tuition, fees, and books). Beginning with the 7th academic year of funding, students will receive funding for 1/2 of the direct costs only.

ACADEMIC WARNING PROCEDURES

A. CONTINUING EDUCATION STUDENTS: (Full-Time Students)

Continuing education students receiving grant funding from the Cocopah Education Department will need to adhere to all academic and credit requirements. Students who do not adhere to the stated requirements will be subject to the academic warning policy.

Full-time continuing education students who fall below (12 credits) status, expelled, transfer or withdraw during an academic semester/term must immediately notify the Cocopah Education Department in writing within 10 business days from the time of the student's status change. Failure to do so will immediately put the student in suspension status under the Cocopah Education Department.

Students who violate the academic and credit requirements will receive written notification by mail indicating their status of probation or suspension from the Cocopah Education Department.

PROBATION AND SUSPENSION

1. **PROBATION: A continuing education student will be placed on probation with the Cocopah Education Department if one of the following occurs:**

   A. Student's semester/term grade point average falls below 2.00.

   B. Full-time student does not complete a full-time course load of at least 12 credits.

The probation period will start with the next funding term, which the student will remain eligible to receive funding during the probation period.

Students will be removed from probation status when they have submitted an official grade transcript to the Cocopah Education Department showing that they have completed a minimum of 12 credits with a minimum 2.00 grade point average in the general education curriculum or within the focus of study/degree the student is pursuing.

2. **SUSPENSION: A continuing education student will be suspended from The Cocopah Education Department if one of the following occurs:**

   A. Student is on probation and does not meet the probation requirements.

B. Student completely withdraws from school without immediately notifying the Cocopah Education Department in writing within 10 business days from the time of withdrawal from the school.

The suspension period will begin immediately upon verification of the student's status with regards to grades and/or credits. **When the student has reached suspension status the student will not be eligible for funding through the Cocopah Education Department.**

Students who are suspended from the program may appeal. All appeals must be submitted in writing to the Education Director and Education Board with appropriate documentation within 10 business days from which they received notification of their suspension status. Eligibility will be determined on an individual basis. Until determination is made on their appeal, they will be ineligible to receive funding from the Cocopah Education Department. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student. The condition or situation must no longer exist, and the student must be able to complete course work successfully.

B. HIGHER EDUCATION STUDENTS: (Full-Time Students)

Higher education students receiving grant funding from the Cocopah Education Department will need to adhere to all academic and credit requirements. Students who do not adhere to the stated requirements will be suspended from the Cocopah Education Departments funding. There is no probationary period for higher education students.

Full-time higher education students who fall below (12 credits) status, expelled, transfer or withdraw during an academic semester/term must immediately notify the Cocopah Education Department in writing within 10 business days from the time of the student's status change. Failure to do so will immediately put the student in suspension status under the Cocopah Education Department.

Students who violate the academic and credit requirements will receive written notification by mail indicating their status of suspension from the Cocopah Education Department.

SUSPENSION: A higher education student will be suspended from The Cocopah Education Department if one of the following occurs:

A. Student's semester/term grade point average falls below 2.00.

B. Full-time student does not complete a full-time course load of at least 12 credits.

C. Student completely withdraws from school without immediately notifying the Cocopah Education Department in writing within 10 business days from the time of withdrawal from the school.

The suspension period will begin immediately upon verification of the student's status with regards to grades and/or credits. **When the student has reached suspension status the student will not be eligible for funding through the Cocopah Education Department.**

Students who are suspended from the program may appeal. All appeals must be submitted in writing to the Education Director and Education Board with appropriate documentation within 10 business days from which they received notification of their suspension status. Eligibility will be determined on an individual basis. Until determination is made on their appeal, they will be ineligible to receive funding from the Cocopah Education Department. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student. The condition or situation must no longer exist, and the student must be able to complete course work successfully.

PART-TIME STUDENT PROGRAM

The Part-time Student Program is designed for those students who wish to explore post-secondary education or increase their employability skills by taking up to **9 credits per academic semester/term at a regionally accredited, public college or university**.

ELIGIBILITY

1. Must be an enrolled member of the Cocopah Indian Nation, no pending Cocopah Tribal enrollment.

2. Complete and submit the institution's application by the deadline date for the program.

3. Complete and submit the Cocopah Higher Education application by deadline date.

4. Accepted and attend a regionally accredited college, or university within the borders of the United States.

5. Must not be suspended from other Cocopah Higher Education Grant Programs.

FUNDING

This program will pay for up to 9 credits per academic semester/term at a regionally accredited, public college or university. This program will pay for direct costs only (tuition, fees, & textbooks) for the total required credits of the program within the degree the student is pursuing.

(Funding will not be supplied for book bags/backpacks, compact disc's, cassettes, portable/non-portable cd/cassette/mp3 players, t-shirts, cups, jewelry, batteries, calculators, photography equipment, video equipment, or any unrelated school materials as deemed by the Cocopah Education Department).

No bills will be paid, nor funding awarded, retroactively. Students who did not apply for funding or whose file was not complete, will not receive funding for an academic semester/term, which has already passed. This policy also applies to expenses for which a student may request payment.

APPLICATION PROCESS & STUDENT FILE REVIEW

1. **Cocopah Tribal Higher Education Application Process:**

   ▪ Complete and submit the Cocopah Tribal Higher Education Application by May 1st for the fall semester or by October 1st for the spring semester.

   ▪ Funding priority will be given to those students who have completed and submitted all necessary paperwork by the deadline dates. Applications received after the deadline date will not be processed until the next semester.

2. **Submit the following information to the Cocopah Education Department:**

   ▪ Official grade transcript

   ▪ College/University (Name, Address, and Phone Number)

   ▪ Course Title (each course taken)

   ▪ Course Description (each course taken)

- Course credit (each course taken)

- Course section number (each course taken)

3. **Student File Review:**

- Upon receipt of all appropriate documentation the Cocopah Education Department will review each student's file for the following:

    A. Completed Cocopah Higher Education Application

    B. Class/course information

    C. Up-to-date official grade transcript

4. **Funding Award:**

- The Cocopah Education Department must receive direct original billing information. The funding check will be written in the name of the school <u>only</u>, and sent directly to the school.

- Part-time students attending Arizona Western College must seek prior authorization from the Cocopah Education Department to purchase any textbooks from the Arizona Western College bookstore. If prior authorization has not been established then the balance will be the student's responsibility.

- Reimbursement of course textbooks maybe given upon prior approval from the Cocopah Education Department for students attending institutions other than Arizona Western College. (Original receipts are required for reimbursements)

- No funds will be provided for personal, transportation, or living expenses.

- All checks will be sent by certified mail.

ACADEMIC REQUIREMENTS

1. All students are required to submit an official grade transcript after each academic semester/term to the Cocopah Education Department. If student does not meet this requirement, funding will be suspended until grades have been received by the Cocopah Education Department. Faxes, copies, or e-mails of transcripts will not be accepted. Official grade reports that clearly show the institution name, term, number of credits completed, term g.p.a and cumulative g.p.a is required by the Cocopah Education Department.

2. Undergraduate students are expected to obtain no less than a 2.00 grade point average per academic term.

3. All students are expected to complete the number of credits for which they were funded.

ACADEMIC SUSPENSION (Part-Time Students):

Part-time students receiving grant funding from the Cocopah Education Department will need to adhere to all academic and credit requirements. Students who do not adhere to the stated requirements will be suspended from the Cocopah Education Department's funding. There is no probationary period for part-time students.

<u>Part-time students</u> who fail to complete the credits funded for, expelled, transfer or withdraw during an academic semester/term must immediately notify the Cocopah Education Department in writing within 10 business days from the time of the student's status change. Failure to do so will immediately put the student in suspension status under the Cocopah Education Department.

Students who violate the academic and credit requirements will receive written notification by mail indicating their suspension status from the Cocopah Education Department.

SUSPENSION: A part-time student will be suspended from The Cocopah Education Department if one of the following occurs:

A. Student's semester/term grade point average falls below 2.00.

B. Student does not complete the course load for which they were funded.

C. Student completely withdraws from school without immediately notifying the Cocopah Education Department in writing within 10 business days from the time of withdrawal from the school.

The suspension period will begin immediately upon verification of the student's status with regards to grades and/or credits. **When the student has reached suspension status the student will not be eligible for funding through the Cocopah Education Department.**

Students who are suspended from the program may appeal. All appeals must be submitted in writing to the Education Director and Education Board with appropriate documentation within 10 business days from which they received notification of their suspension status. Eligibility will be determined on an individual basis. Until determination is made on their appeal, they will be ineligible to receive funding from the Cocopah Education Department. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student. The condition or situation must no longer exist, and the student must be able to complete course work successfully.

SUMMER TUITION ASSISTANCE

The Summer Tuition Assistance Program is designed for those students who wish to continue their academic progress toward graduation at a regionally accredited, public college or university.

ELIGIBILITY

1. Must be an enrolled member of the Cocopah Indian Nation, no pending Cocopah Tribal enrollment.

2. Complete and submit the institutions application by the deadline date for their program.

3. Complete and submit the Cocopah Higher Education application by deadline date. Applications received after the deadline date may not be processed.

4. Accepted and attend a regionally accredited college, or university within the borders of the United States.

5. Must not be suspended from other Cocopah Higher Education Grant Programs.

APPLICATIONS AND DEADLINES

Students must submit the completed application by the deadline date of April 1st:

- Student must provide official grade transcript from the last term funded and class schedule for the summer term to the Cocopah Education Department.

GRANT AWARD

The summer assistance grant will pay for students in the amount of direct costs only (tuition, fees, and books), which may not exceed:

- $1000 for undergraduate students
- $2500 for graduate students

Disbursement of Grant

1. The summer assistance grant check will be written in the name of the school **only**, and sent directly to the school.
2. Any amount beyond the stated maximum award is the student's responsibility and no funds will be provided for personal, transportation, or living expenses during the summer session.
3. All checks will be sent by registered return receipt mail.

ACADEMIC REQUIREMENTS

1. All students are required to submit an official grade transcript after each academic semester/term to the Cocopah Education Department. If student does not meet this requirement, funding will be suspended until grades have been received by the Cocopah Education Department. Faxes, copies, or e-mails of transcripts will not be accepted. Official grade reports that clearly show the institution name, term, number of credits completed, term g.p.a and cumulative g.p.a is required by the Cocopah Education Department.

2. Undergraduate students are expected to obtain no less than a 2.00 grade point average per academic term. Graduate students are expected to obtain no less than a 3.00 grade point average per academic term.

3. All students are expected to complete the number of credits for which they were funded.

ACADEMIC SUSPENSION (Summer Students):

Summer school students receiving grant funding from the Cocopah Education Department will need to adhere to all academic and credit requirements. Students who do not adhere to the stated requirements will be suspended from the Cocopah Education Department's funding. There is no probationary period for summer school students.

Summer school students who fail to complete the credits funded for, expelled, transfer or withdraw during an academic semester/term must immediately notify the Cocopah Education Department in writing. Failure to do so will immediately put the student in suspension status under the Cocopah Education Department.

Students who violate the academic and credit requirements will receive written notification by mail indicating their suspension status from the Cocopah Education Department.

SUSPENSION: A summer school student will be suspended from The Cocopah Education Department if one of the following occurs:

 A. Undergraduate student's semester/term grade point average falls below 2.00.

 B. Graduate students semester/term grade point average falls below 3.00

 C. Student does not complete the course load for which they were funded.

 D. Student completely withdraws from school without immediately notifying the Cocopah Education Department in writing within 10 business days from the time of withdrawal from the school.

The suspension period will begin immediately upon verification of the student's status with regards to grades and/or credits. **When the student has reached suspension status the student will not be eligible for funding through the Cocopah Education Department.**

Students who are suspended from the program may appeal. All appeals must be submitted in writing to the Education Director and Education Board with appropriate documentation within 10 business days from which they received notification of their suspension status. Eligibility will be determined on an individual basis. Until determination is made on their appeal, they will be ineligible to receive funding from the Cocopah Education Department. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student. The condition or situation must no longer exist, and the student must be able to complete course work successfully.

PRE-GRADUATE SUPPORT PROGRAM

The purpose of the Pre-Graduate Support Program is to provide financial assistance to Cocopah Indian students entering a graduate level program for the first time for expenses as required by the institution. These costs may include: testing fees (GRE, HSED, LSAT, etc.) application fees, tuition deposits, etc. The Cocopah Education Department will deduct any expenses that are considered a part of the normal student financial aid package paid by this program from the total academic year grant awarded to the student.

(NOTE: Persons wishing reimbursement or payment for testing fees MUST supply proof of intention to attend a graduate program by submitting a letter of intent addressing the student's educational goals.)

ELIGIBILITY

1. Must be an enrolled member of the Cocopah Indian Nation, no pending Cocopah Tribal enrollment.

2. Accepted into a regionally accredited, public university or college within the borders of the United States with the intent on attending.

3. Submit a completed application at least 40 days before payment is due. In addition, the application must be accompanied by supportive documentation showing the amount of expense that the institution requires, and to whom payment should be made.

AWARD

Individual need and the availability of funds will determine the amount awarded to each student. No more than three admissions applications will be reimbursed or paid by this program. Testing fees will only be funded twice for the same test.

GRADUATE FELLOWSHIP

The Graduate Fellowship will provide funding to selected Cocopah Indian students with the goal that they complete a Masters or Doctorate degree at a regionally accredited, public institution. The Cocopah Indian Nation may specify priorities for area(s) of study to be funded, as the need for qualified personnel is determined.

Students who receive funding under this program may receive an award for tuition, books, room and board, transportation, personal costs, and any other expenses deemed necessary by the institutions financial aid department. Funding will be based on the academic year.

Masters degree and Doctoral students should complete their degree within the allotted timeframe of their program. After the allotted timeframe has expired, students will receive funding for direct costs only (tuition, fees, and books).

ELIGIBILITY

In order to receive funds from this program, both the student and the institution must meet eligibility criteria. Failure to meet ANY of these criteria will result in denial of the student's request for funding.

1. Must be an enrolled member of the Cocopah Indian Nation, no pending Cocopah Tribal enrollment.

2. Be accepted into an accredited, public college or university within the borders of the United States. Institutions must be accredited by a regional accreditation agency.

3. Complete and submit the Cocopah Higher Education application.

4. Applied for federal financial aid through the Free Application for Federal Student Aid (FAFSA) and/or institutional financial aid application.

5. Must not be suspended from other Cocopah Higher Education Funding Programs.

APPLICATION REQUIREMENTS

1. Applicants are required to submit a Cocopah Higher Education application by:
   - **May 1st for Fall or**
   - **October 1st for Spring**

2. Priority will be given to applications received by the deadline.

3. An **official grade transcript** from **all**-prior post-secondary institutions attended and a letter of acceptance into the graduate program, which the applicant will be attending.

4. An essay of between 500 and 1000 words which discusses the applicant's academic and career goals and how these goals will contribute to the long- term goals of the Cocopah Indian Nation.

5. Three letters of recommendation from non-related persons acquainted with the applicant's academic and work capabilities.

SELECTION CRITERIA

The Cocopah Education Board, on the basis of the following criteria, will select applicants:

Application completion	Prior work experience
Grade point average	Letters of Recommendation
Essay	Commitment to work
Anticipated Graduation Date	Priority Fields of Study (Law, Health Professions, Education, Business, Sciences, Professional Services, & Social Work)

STUDENT RESPONSIBILITIES

1. Each year students are required to apply for federal student aid and any other scholarships they are eligible for.

2. Students must notify the Cocopah Education Department **in writing** of any changes in the students' status.

3. Students funded through this program are required to maintain and complete a full-time schedule.

4. Students must maintain a 3.00 grade point average each academic semester/term.

5. Students are required to submit a copy of their official grade transcript at the end of each semester/term. Faxes, copies, or e-mails of transcripts will not be accepted. Official grade reports that clearly show the institution name, term, number of credits completed, term g.p.a and cumulative g.p.a is required by the Cocopah Education Department.

ACADEMIC SUSPENSION (Graduate Students):

Graduate students receiving grant funding from the Cocopah Education Department will need to adhere to all academic and credit requirements. Students who do not adhere to the stated requirements will be suspended from the Cocopah Education Department's funding. There is no probationary period for graduate students.

Graduate students who fail to complete the credits funded for, expelled, transfer or withdraw during an academic semester/term must immediately notify the Cocopah Education Department in writing. Failure to do so will immediately put the student in suspension status under the Cocopah Education Department.

Students who violate the academic and credit requirements will receive written notification by mail indicating their suspension status from the Cocopah Education Department.

SUSPENSION: A graduate student will be suspended from The Cocopah Education Department if one of the following occurs:

A. Student's semester/term grade point average falls below 3.00.

B. Student does not complete the course load for which they were funded.

C. Student completely withdraws from school without immediately notifying the Cocopah Education Department in writing within 10 business days from the time of withdrawal from the school.

The suspension period will begin immediately upon verification of the student's status with regards to grades and/or credits. **When the student has reached suspension status the student will not be eligible for funding through the Cocopah Education Department.**

Students who are suspended from the program may appeal. All appeals must be submitted in writing to the Education Director and Education Board with appropriate documentation within 10 business days from which they received notification of their suspension status. Eligibility will be determined on an individual basis. Until determination is made on their appeal, they will be ineligible to receive funding from the Cocopah Education Department. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student. The condition or situation must no longer exist, and the student must be able to complete course work successfully.

STUDENT SUMMER INTERNSHIP PROGRAM

The Student Summer Internship Program is designed to allow college and university students gain valuable work experience through internships within the various departments, programs, and enterprises of the Cocopah Indian Nation.

PROGRAM STRUCTURE

The summer internship program will last for a period of six to nine-weeks. A beginning date will be specified for the program; however, individuals may start before or after the start date as long as they participate for a six to nine-week period. Internships during the academic year are possible, but not guaranteed. Students requesting academic year placement should contact the Cocopah Education Department for an application. Not all students who apply for this program will be admitted. Admittance is dependent on the students' status and the availability of positions.

INTERNS

In order to be eligible for the Student Summer Internship Program, students must be at full-time status and have completed at least one academic semester/term at an accredited college or university immediately prior to the beginning of the program and be in good academic standing. Interns who wish to apply for college/university credit for their internship must contact and make the necessary arrangements at their institution.

Selected interns will receive compensation on an hourly basis for the duration of the internship. Any expenses that occur as a result of travel to the intern site will be the responsibility of the intern. The intern will also be responsible for finding and paying for their own housing and living expenses. Interns may request placement in a specific department, program, or enterprise of the Cocopah Indian Nation; these requests will be taken into consideration when making intern and site selections.

Interns will have additional requirements based upon the needs of the Cocopah Education Department, including but not limited to, working as a counselor for a youth seminar/workshop.

ELIGIBILITY

- Must be an enrolled member of the Cocopah Indian Nation, no pending Cocopah Tribal enrollment.

- Be accepted and attending an accredited college or university within the borders of the United States.

- Be in good academic standing with both the Cocopah Education Department and the student's institution.

- Complete at least one semester/term as a full-time student at an accredited college or university.

NOTE: As required by the policies and procedures of the Cocopah Indian Nation, every participant must comply with background checks and drug/substance testing.

REQUIREMENTS

- A letter stating the student's focus of study and future goals must be submitted to the Cocopah Education Department by May 1st.

- Official grade transcripts that clearly show the institution name, semester/term, number of credits completed, semester/term grade point average and cumulative grade point average must be submitted to the Cocopah Education Department by May 1st.

- Complete a Cocopah employment application by May 1st.

ACHIEVMENT INCENTIVE AWARDS

Cash incentives may be provided to Cocopah Indian students who have completed their course of study with the financial assistance of the Cocopah Education Department within the following degrees:

- Associate Degree (2 yr.)
- Bachelors Degree (4 yr.)
- Masters Degree
- Post-Graduate Degree

Upon submitting a copy of the student's diploma with a written request, an incentive check will be issued. The total amount of achievement award(s) for any individual may not exceed $1,000. **No incentives will be paid retroactively and are only awarded based on the availability of funds**.

GRANT CHECKLIST

Checklist Item	Date
I have contacted the school.	
I have been admitted to school.	
I have contacted the Education Department.	
I understand which Cocopah funding program I am eligible to receive	
I have completed and returned the Cocopah higher education application and the Cocopah financial needs analysis form to the Education Department.	
I have completed and sent in the Free Application for Federal Student Aid (FAFSA) in the supplied envelope.	
I have received a Student Aid Report (SAR) and checked it for errors. If there were errors, I have corrected them and sent the corrected copy to the proper address.	
I have contacted my school's financial aid office to make sure they have my Student Aid Report (SAR) information and have verified any information that the school requires.	
I have contacted the Education Department to make sure that my application is complete.	

This is NOT a complete checklist of steps, as each student will have different circumstances. It is important that you maintain contact with the Cocopah Education Department and inform them of any changes in school, name, address, or your attendance status. Having a good understanding of the procedures and keeping everyone informed of your plans will speed your financial aid process.

REMEMBER: The sooner you apply, the better your chances of having the funds the day you start school. When in doubt or if you have questions, call the Cocopah Education Department at (928) 627-4973 at your earliest opportunity.

ACKNOWLEDGEMENT

I have been given a copy of the Cocopah Education Department Higher Education Division's Student Handbook, which includes the Policies and Procedures of Higher Education Funding. I have carefully read the Higher Education Student Handbook and understand its terms. I agree to abide by the terms of the Policy in all respects and understand that compliance with the Cocopah Education Department's Student Handbook is a condition of my funding with the Cocopah Education Department.

_____
Student (Print Name)

_____
Student (Signature)

_____
Date