

C E R T I F I C A T E

The undersigned, N. Kathryn Brigham and Sally Kosey, hereby certify that they are the Chairman and Secretary, respectively, of the Board of Trustees of the Confederated Tribes of the Umatilla Indian Reservation, and at a regular meeting of said Board of Trustees at the Board Chambers of the Nixyáawii Governance Center, Mission, Oregon, on the 23rd day of August, 2021, a quorum of said Board was present and the following Resolution was regularly moved, seconded, and adopted by a vote of 8 for, 0 against, and 0 abstaining.

R E S O L U T I O N

- WHEREAS,** the Board of Trustees is the governing body of the Confederated Tribes of the Umatilla Indian Reservation (Confederated Tribes) by the authority of Article VI, Section 1 of the Constitution and Bylaws of the Confederated Tribes, adopted on November 4, 1949 and approved on December 7, 1949, as amended; **AND**
- WHEREAS,** pursuant to Article VI, Section 1(b) of the Constitution and Bylaws, the powers of the Board of Trustees include the authority “to manage all affairs of the Confederated Tribes, including the administration of tribal lands, funds, timber and other resources, under appropriate contracts, leases, permits and loan or sale agreements”; **AND**
- WHEREAS,** the education of Tribal members is a high priority of the Confederated Tribes and is essential to achieving the Confederated Tribes’ objective of self-determination in all Tribal matters; **AND**
- WHEREAS,** Tribal scholarships are essential to providing the financial assistance necessary for Tribal member students to afford the cost of college, graduate, and vocational training programs; **AND**
- WHEREAS,** the Confederated Tribes’ Education Department currently administers Tribal scholarship funds in accordance with the Higher Education Scholarship Policy (Policy), as amended through Resolution 17-022 (March 27, 2017); **AND**
- WHEREAS,** the Education and Training Committee (ETC), Office of Legal Counsel and Education Department staff have identified aspects of the Policy in need of amendment or clarification regarding increased funding due to increased tuition costs, what constitutes extenuating circumstances, and limiting qualifying vocational programs to those that are eligible for federal financial aid; **AND**
- WHEREAS,** ETC and Education Department staff presented a draft amended Policy to the Board of Trustees at a work session held August 11, 2021 meeting; **AND**

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TOPIC: CTUIR Higher Education Scholarship Policy
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WHEREAS, The ETC held a meeting on August 3rd, 2021 a motion was made and passed recommending that the BOT adopt the amended CTUIR Higher Education Policy;
AND

WHEREAS, the Board of Trustees held work session on August 11, 2021 to review the final draft of the amended Policy; **NOW, THEREFORE, BE IT**

RESOLVED, that the Board of Trustees hereby approves the amended Higher Education Scholarship Fund Policy and be implemented for the 2021/22 school year and beyond, attached hereto as Exhibit 1, which increases funding for students, defines extenuating circumstances, and limits use for vocational programs to those that qualify for federal financial aid.

AND, that said Resolution has not been modified amended or repealed and is still in full force and effect.

DATED this 23rd day of August, 2021.


 N. Kathryn Brigham, Chair
 Board of Trustees

A T T E S T:


 Sally Kosey, Secretary
 Board of Trustees

Exhibit 1: CTUIR Higher Education Scholarship Policy

NAME	YES	NO	ABSTAIN	LEAVE
N. Kathryn Brigham, BOT Chairman				
Jeremy Wolf, BOT Vice Chairman	X			
Sandra Sampson, BOT Treasurer	X			
Sally Kosey, BOT Secretary	X			
Jill-Marie Gavin, BOT Member	X			
Armand Minthorn, BOT Member	X			
Boots Pond, BOT Member	X			
Corinne Sams, BOT Member	X			
Lindsey X. Watchman, General Council Chair	X			

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Confederated Tribes of the Umatilla Indian Reservation Higher Education Scholarship Policy

Purpose. The education of Tribal members is a top priority of the Confederated Tribes of the Umatilla Indian Reservation (CTUIR). The education of CTUIR members is essential to achieving the purpose and powers of the CTUIR as set forth in Article II of the CTUIR Constitution which is “to exercise and protect all existing and future Tribal rights arising from any source whether treaty, federal statute...or otherwise; to achieve a maximum degree of self-government in all Tribal affairs; and to protect and promote the interests of the Indians of the Umatilla Indian Reservation.” The CTUIR Higher Education (HE) Scholarship Fund has been established because education is a priority for CTUIR members. The purpose of this Policy is to set forth the eligibility requirements, application process, and decision making procedures for the awarding of CTUIR HE scholarships.

Scope. This Policy governs the award of Higher Education and Adult Vocational Training (AVT) scholarships from the CTUIR HE Scholarship Fund as well as from Private Foundations and Scholarships, when available.

Establishment and Adoption. The CTUIR has established the CTUIR HE Scholarship Fund by allocating Tribal funds for Tribal member higher education purposes. The CTUIR HE scholarship funds are derived from several sources including: Earnings of interest on the CTUIR Scholarship Endowment Fund, Bank of America Foundation, Luce and Private Scholarships and funds from the Umatilla Tribal Community Foundation (UTCF). The CTUIR Board of Trustees has adopted this CTUIR HE Scholarship Fund Policy on September 4, 1985 by Resolution 85-070.

Roles and Responsibilities.

The Education Department’s Higher Education Office is authorized to oversee the administration of the CTUIR HE Scholarship Funds, pursuant to this Policy. The policy will be updated every three years to maintain Comprehensive Plan goals adopted by CTUIR.

- a. Education and Training Committee (ETC) – is responsible for advising and assisting in the development of policy and shall periodically review this Policy and make

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recommendations to the Board of Trustees for amendments as determined appropriate by the ETC.

- b. The CTUIR Education Department and its staff shall be responsible for implementing this CTUIR Scholarship Policy. Education Department staff review applications for higher education and AVT scholarships to ensure that the applications are accurate and complete. Staff will disburse funds according to this policy. Staff shall also be available to provide assistance to CTUIR member students/applicants in the submission of completed applications. In addition, the Education Department shall provide assistance to CTUIR member students, as needed, as they plan for college, graduate school or vocational training. Staff shall serve as an advocate for such students while in school or in vocational training.

The following guidelines govern the administration of the Higher Education Scholarship Policy.

I. ELIGIBILITY REQUIREMENTS

To be considered for a Higher Education Scholarship, Applicants must meet the following eligibility requirements:

- a. Provide proof of enrollment with the CTUIR.
- b. Possess a high school diploma, or GED certificate of completion
- c. Have been accepted by a two or four-year accredited college or university as an undergraduate/graduate/or professional degree program student, OR, accepted by an accredited Vocational Training Program.
- d. Must have completed the Free Application for Federal Financial Aid (FAFSA) or for Graduate level funding, encourage students to apply to the American Indian Graduate Center. Adult Vocational Training programs that do not access federal financial aid (FAFSA) are excluded from this requirement.
- e. Continuing students funded the previous semester/quarter, must provide proof of a minimum of a 2.0 grade point average (GPA) for the previously funded semester/quarter before additional funds will be released.
- f. CTUIR members are entitled to assistance with Higher Education Scholarship, testing fees or Vocational Training funding.
- g. Must not be incarcerated.

II. APPLICATION PROCESS

Students applying for higher education or vocational training scholarship assistance must complete the CTUIR application packet. The packet contains a checklist of information required and materials needed to complete the application process. Within 10 days of receipt, the Education Department will send an acknowledgement notice of application completeness and eligibility. Incomplete applications will not be considered until complete.

A. Application Checklist of Required Documents:

1. New applicants shall submit the following:

- a. Completed application form
- b. High school transcripts, GED Certification, or latest college transcripts
- c. Admission Letter from the institution (unless open enrollment institution)
- d. Class schedule for upcoming term
- e. Proof of CTUIR tribal enrollment
- f. Personal letter stating educational goals and future plans
- g. A letter of recommendation
- h. Student Aid Report from Free Application for Federal Student Aid (FAFSA). Adult Vocational Training programs that do not access federal financial aid (FAFSA) are excluded from this requirement.
- i. Financial Award letter from institution or Student Needs Assessment

2. Continuing students submit the following:

- a. Transcript from previous semester/quarter showing student name, grades, institution, and credits completed and attempted. Continuing students will submit an OFFICIAL transcript with your renewal application.
- b. Maintain a Cumulative Credit Completion Rate of 66.67% or greater for credits funded for the school year by CTUIR HE Scholarship.
- c. Course schedule for the next semester/quarter showing student name, institution, and number of classes/hours registered.
- d. Complete a Degree audit during the start of your final year.

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- e. Scholarship Application Form by deadline.
- j. Student Aid Report from Free Application for Federal Student Aid (FAFSA). Adult Vocational Training programs that do not access federal financial aid (FAFSA) are excluded from this requirement.

B) Application Deadlines: Applications will be submitted to the Higher Education office and processed accordingly by date received, eligibility and availability of funds.

1. **Priority Deadline:** 1st Friday in May.

Eligible applicants meeting the priority deadline will be awarded funding for the entire upcoming school year as long as they remain eligible for funding assistance.

2. **Term/Semester Deadlines:** These requests are awarded based on availability of funds.

	Priority Deadline	Final Deadline
Fall Term/Semester	1st Friday in June	August 31
Winter Term/Spring Semester	1st Friday in October	December 1
Spring Term	1st Friday in December	February 28

3. **Late Applications:** Eligible applications received after the final deadline will not be considered.

4. **Current Term Funding Only:** Funding awarded to applicants will be processed through the institution's financial aid office for the upcoming semester/term. Requests to pay retroactive past due tuition/fees for previous terms' attended will not be accepted.

III. FUNDING

A. **Funding Priorities:** Scholarships will be awarded to students who plan to attend accredited institutions of higher learning or certified Vocational Training Programs. All scholarship awards are based on availability of funds.

1) **Academic Degrees:** Funding priority is for a student's: 1st Associates, 1st

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Bachelors, 1st Masters, and 1st Doctorate/Professional degree, OR, for a 1st Vocational Training degree/certificate.

2) Students:

- a. Continuing students funded the previous semester/quarter, who have successfully met the funding requirements: a minimum 2.0 grade point average (GPA) while maintaining the status funded (FT, PT,). It is the students' responsibility to provide proof of completion to the Education Department's Higher Education Office at the end of each semester/quarter, or funding continuation may be delayed.
 - b. New/Returning students – Students interested in attending HE or AVT program for the first time, or, students who previously attended HE or AVT but who did not complete their degree or certification, and who are eligible to apply for HE or AVT funding.
 - c. Applicants shall only receive funding directly if their educational institution is unable or unwilling to process third party scholarships. Applicants are responsible for all additional costs not covered by the CTUIR scholarships including tuition, fees and books.
- B. Funding Time limits: The following limits are developed to support the timeframes necessary to obtain the following degree levels, as students' progress through their field of study.
- a. Associate Degree – six (6) semesters/nine (9) terms or 90 credit hours of funding.
 - b. Bachelors Degree - ten (10) semesters/fifteen (15) terms or 180 credits of funding, which includes the 90 credits for an associate degree and 90 for a bachelor degree.
 - c. Master's Degree - six (6) semesters/nine (9) terms or a total of 60 credits.
 - d. PhD/Professional – as determined by the professional degree/program requirement standards for attending full time. Programs that exceed ten (10) semesters or a total of 100 credits/nine (9) terms or a total of 90 credits will need to show proof and for exceeding the timeframe set in this policy.
 - e. All undergraduate and graduate level students must maintain 66.67% or greater for the credits they are funded for the school year by CTUIR Higher Education Scholarship.

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C. **Funding & Enrollment Status:** Scholarship awards are based on the student's enrollment status and financial need. Students are required to complete the credits per term for the enrollment status that they were funded for. All scholarship funds awarded shall be disbursed through the institution's financial aid office. The maximum yearly amount is based on registration for three (3) quarters or two (2) semesters. Undergraduates Status/Funding Levels - maximum amount is \$8,000 a year.

- i. Full-time is 12 credits or more \$4,000 semester/\$2666.66 term
- ii. Three-quarters ($\frac{3}{4}$) time is 9-11 credits/ \$3,000.50 semester/\$2,000/term
- iii. Half ($\frac{1}{2}$) time is 6-8 credits \$2,000 semester/\$1,333.33/ term
- iv. Less than half ($\frac{1}{2}$) time \$1,000 semester/\$666.66 term

a. **Graduates Status/Funding Levels** – maximum amount is \$11,500 a year

- i. Full-time is 8-12 credits or more \$5,250 semester/ \$3,500/term
- ii. Three-quarters ($\frac{3}{4}$) time is 6-7 credits/ \$3937.50 semester/ \$2625/term
- iii. Half ($\frac{1}{2}$) time is 4-5 credits/\$2,625 semester/\$1,750/term
- iv. Less than half ($\frac{1}{2}$) time is 1-3 credits time/\$1,312.50 semester/ \$875 term

GPA requirement for graduate or doctorate level of study - students must meet the departmental requirements to remain eligible and active in the program.

b. **AVT Funding Levels** – maximum amount is \$7,500 a year. The annual scholarship award shall not exceed the cost of the AVT program.

D. In the event that the Education Department's annual scholarship fund is insufficient or exceeds the amount needed to satisfy the awards listed in Section 3(C), the Education Director may modify the award amounts by an equal amount per administrative memo.

IV. WITHDRAWAL, PROBATION, SUSPENSION, AND REINSTATEMENT:

Students are expected to meet the requirements of satisfactory academic progress to continue receiving CTUIR scholarship funding. When students fall below these requirements, the funding assistance may be restricted or denied until specific performance is achieved.

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- A. **Good Standing:** Students who complete the funded semester/quarter with a 2.0 GPA or better and who maintain the enrollment level they were funded for are considered to be in good standing and eligible for continuation of funding.
- B. **Academic Probation:** If a student fails to obtain a 2.0 GPA or complete the enrollment level they were funded for or doesn't maintain a Cumulative Credit Completion Rate of 66.67% or greater for credits during the school year, the student will be placed on Academic Probation. The student will be funded for the next term with an expectation that they successfully meet the 2.0 GPA requirement and complete the enrollment level previously funded, returning them to Good Standing.

If the student fails to complete the academic probation term in good standing, the student will be suspended from scholarship funding.

- C. **Suspension:** Students who fail to successfully complete the funded term while on academic probation will forfeit all CTUIR Tribal Scholarship funding and will be on Suspension. Students suspended are not eligible for continued funding until they have successfully completed the reinstatement requirements.
- D. **Reinstatement:** Students suspended from scholarship funding are not eligible for continued funding until they have successfully completed a full semester/term with a 2.0 GPA and at the same enrollment status they received CTUIR scholarship funding for. The student is responsible for acquiring their own resources to pay for this term. When the student provides proof of completing this requirement, they may reapply for scholarship funding.
- E. **Withdrawal:** Students may experience situations that require them to drop a class or totally withdraw from school. If this occurs, it is important that students understand the consequence when they fail to withdraw or drop a class and the negative impact this action can have on their funding level, GPA, program admission, etc. Withdrawal actions usually lead to academic probation which is something the student can overcome more than a big hit to the GPA, or denial of admission to a graduate program due to the negative impact of not withdrawing. The student must officially withdraw according to the withdraw policies of the school or AVT program that they attend. The student will be responsible for any charges owed due to failure to officially withdraw. The student

will be placed on probation for not meeting the minimum credits that they have been paid to complete for enrollment status (full-time, $\frac{3}{4}$ time, $\frac{1}{2}$ time, and less than $\frac{1}{2}$ time).

- F. **Extenuating circumstances:** Students who have withdrawn from school for medical reasons or circumstances beyond their control such as loss of employment, divorce, death, birth of child, natural disaster and public health emergency.

V. APPEAL PROCESS

If an applicant has been denied a CTUIR Higher Education or AVT Scholarship the decision may be appealed under the following guidelines:

- A. **Grounds for Appeal:** The following actions used to deny a scholarship award are NOT considered grounds for appeal:
- Applicant submitted an incomplete application.
 - Applicant denied scholarship funding due to lack of funds available.
 - Applicant is on Suspension for funding under this policy, or has failed to provide proof of successfully completing the suspension requirements.
 - Exceeding funding Time Limits
 - Funding for a 2nd Associates, 2nd Bachelors, 2nd Masters, 2nd Doctorate/Professional, and 2nd Vocational Technical degree
 - Current Term Funding Only
- B. **Appeal Actions:**
1. The Director or ETC shall only hear an appeal if the applicant's stated grounds for appeal, if true, would entitle the applicant to a HE or AVT scholarship.
 2. The Director or ETC may only reverse the decision below upon a finding that either:
 - a. the decision-maker below failed to take into account information in the applicant's application that renders the applicant eligible to receive a HE or AVT scholarship; or

- b. the decision-maker below misapplied one or more standards outlined in this Policy, where proper application of the Policy renders the applicant eligible to receive a HE or AVT scholarship.

C. Appeal Process:

1. **Meeting with Education Department Director.** The Director shall hear the appeal in a meeting with the applicant and the Higher Education Program Officer, at which meeting the full scholarship application shall be reviewed. The Director shall issue a written decision within five working days, either affirming or reversing the decision to deny the scholarship.
2. **Final decision by ETC.** An applicant unsatisfied with the Education Department Director's decision of affirming the scholarship denial may appeal the Director's decision to the ETC. The applicant must file a written appeal to the ETC Chairperson within ten working days of the date of the Director's denial letter. The applicant shall also provide a copy of the written appeal to the Education Department Director. The ETC shall review the documents relevant to the appeal, including the initial denial letter, the students appeal letter, the Education Department Director's written decision, and the final appeal letter, as pursuant to this Scholarship Policy to determine whether sufficient evidence exists to support the denial. Within 10 working days, the ETC shall issue a written decision, signed by all voting members of the ETC, to uphold or overturn this decision. The decision of the ETC will be deemed final.

VI. DUAL CREDIT: High school students may participate in academic coursework where both high school and college credit is earned. Scholarships may be granted to enrolled high school students seeking dual credits.

Dual credit students must be in good academic standing. Students are encouraged to use program funding available at the schools when available. Students/parents are advised that dual credit coursework is tracked at both the high school and college level and may impact the students GPA if a course is failed – similar to any college class, as well as potentially place the student on academic probation upon admission. Dual-credit students shall use the CTUIR Scholarship application but are not required to be in compliance with FAFSA requirements.

Funding levels for Dual Credit coursework:
\$130 credit/semester or \$87 credit/term

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- VII. STUDENT TRAVEL:** A student may request transportation assistance to get them to/from their institution of enrollment. Transportation assistance shall be limited to the purchase of an airfare, bus, or train ticket. The amount of the ticket shall be deducted from the scholarship amount approved for the student.
- VIII. TEST FEES:** Students may be reimbursed for test fees required for program admission, such as the SAT, ACT, GRE, LSAT, MCAT a receipt is required. Test fees paid shall be deducted from the scholarship amount approved for the student.
- IX. SUMMER SCHOOL:** Summer school funding will be based on funding availability and proof of need to graduate and complete one's degree in the summer quarter/semester.
- X. PRIVACY POLICY:** Confidentiality of Scholarship Application Information.

The ETC and CTUIR Education Department shall maintain the confidentiality of all information provided by or on behalf of a CTUIR member applicant for Scholarship assistance. Applicants eighteen years of age and older may sign a waiver to allow the Education Department to share information with third parties. The waiver must identify what information may be shared. Applicants, eighteen years of age or older, are solely responsible for communication with the Higher Education Program concerning scholarship or academic standing. The following general information may be provided by the Education Department Higher Education Office or the ETC about a student:

- a. The academic institutions, vocational programs, financial aid office, parent/guardian authorization, and related contacts associated with the students enrollment and scholarship award, as authorized by the student when signing the release of information form attached to the application.
- b. Student name and field of study may be released to CTUIR's Human Resources departments when determining Internship opportunities and job placement services.
- c. Student name and degree earned when recognizing CTUIR graduates in the tribal paper and at formal recognition events.

- d. Education Department staff will serve as a communication hub between the student and potential opportunities/resources the student may benefit from.
- e. Any other release of information ordered by a court of competent jurisdiction.

XI. DEGREE INCENTIVES:

To acknowledge the accomplishments of acquiring a degree or completion of a vocational training program, the Education Department strives to provide incentives to celebrate these accomplishments. Incentives may include: Certificates, Monetary Awards, Blankets or other material tokens of recognition, as students complete the following levels of study:

- 1st Associate Degree or completion of Adult Vocational Training Program
- 1st Bachelor's Degree
- 1st Graduate Degree
- 1st Doctorate Degree

The incentive awards are based on the availability of funds and are provided upon completion of the spring term. The Education Department Higher Education Office may require verification of completion through a certified diploma or OFFICIAL transcript, prior to any incentive awards provided.

XII. DEFINITIONS: The following terms will be used in this Policy and shall have the meanings set forth below:

- a. **Adult Vocational Training Scholarship (AVT)** – Vocational education from accredited institutions that provides training for adults to acquire, improve, or broaden their skills.
- b. **CTUIR member** – shall mean any person enrolled in the CTUIR

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- c. **Testing fees**– Fees associated with college, graduate school and professional school admissions such as Scholastic Assessment Test (SAT), American College Testing (ACT), Graduate Record Examination (GRE), Law School Admissions Test (LSAT), MCAT, etc.
- d. **Education and Training Committee (ETC)** – that committee established by the Board of Trustees by Resolution 89-007, which committee has a subject matter statement which sets forth the purpose of the ETC as providing oversight of Education Department programs through policy development, that provide “quality education and vocational training for all enrolled members of the Confederated Tribes wherever they may reside”.
- e. **Higher Education Scholarship** – scholarships available to CTUIR members to attend accredited post-secondary institutions of higher learning including junior or community colleges, universities, graduate and professional schools.
- f. **Education Department** – a branch of the CTUIR Tribal government that is charged with the mission of implementing programs and activities that facilitate the attainment of the Tribal members’ education.
- g. **School Year** – the school year consists of and begins with summer, fall, winter and spring terms or semesters.
- h. **Full time student** – an applicant registered for 12 or more credits.
- i. **Part Time student** – an applicant registered for less than 12 credits.
- j. **Undergraduate student** – has not completed a first Bachelor’s degree.
- k. **Graduate student** – has completed at least a Bachelor degree.

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- l. Dual Credit/High School Student-**in high school and taking credits that count towards college credit.

- m. Continuing/Transfer Student-** has received funding previously while in higher education or Adult Vocational Training.

- n. Returning Student-**has taken at least a one term/semester break from receiving tribal scholarship funding and is returning to higher education or Adult Vocational Training.

- o. Secondary or 2nd Funding Request-**Secondary requests for funding are those students who have completed an academic degree or vocational training program, or, who were previously funded for higher education or vocational training and who are seeking to enroll in another degree field or vocational training program.

- p. Unofficial Transcript-**a comprehensive record of your academic progress, including transfer courses, credit earned by exam, and earned degrees.

- q. Official Transcript-** a comprehensive record of your academic progress, including transfer courses, credit earned by exam, earned degrees and includes the college/university seal and the signature of the registrar.

- r. Complete Application** – application packet that contains all the information and supporting requirements from the CTUIR application checklist for processing a scholarship award.

- s. Incomplete Application** – application that is missing information or supporting requirements from the CTUIR application checklist. No action is taken on this scholarship until the application packet is complete.

HIGHER EDUCATION SCHOLARSHIP POLICY

LEGISLATIVE HISTORY

The Board of Trustees began appropriating funds to provide scholarship assistance for higher education and adult vocational training to Tribal Members in Resolution 56-003 (January 20, 1956). Various Board resolutions indicate that scholarships have been awarded at times by a Scholarship Committee [Resolution 72-007 (July 20, 1971)] the Tribal Education Board [Resolution 74-004 (August 7, 1973)] and the CTUIR Education Department [Resolution 85-070 (September 4, 1985)].

The Board of Trustees adopted a formal Higher Education Scholarship Policy setting forth the process for awarding higher education scholarships in Resolution 85-070 (September 4, 1985). The Higher Education Scholarship Policy has since been amended by the following Board of Trustees resolutions:

- | | |
|-----------------------------|---|
| 89-007 (October 19, 1988) | Repealed Resolution 85-070, adopted revisions to the Higher Education Scholarship Policy as recommended by the CTUIR Education and Training Commission. |
| 07-098 (September 24, 2007) | Adopted revisions to the Higher Education Scholarship Policy [renamed the Scholarship and Educational Assistance Fund Policy] as recommended by the CTUIR Education and Training Committee and Tribal Education Department staff. |
| 12-045 (July 9, 2012) | Adopted revisions to the Higher Education Scholarship Policy to address issues relating to the application process, scholarship awarding, and appeal standards. |
| 17- (March 27, 2017) | Adopted revisions to the Higher Education Scholarship Policy to address issues relating to the application process, scholarship awarding, and appeal standards. |