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Pueblo of Isleta Higher Education program
General Policy and Provisions

Isleta Education
“Native Hearts, Native Minds Preparing for Life”
2008
(Amendment 08/05/15 TC – Deadline Date)

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Pueblo of Isleta Higher Education Program
General Policy & Provisions

Subpart A – General

Sec.

§100.1 What is the title of the Higher Education program?

The title of the program's policies and protocols shall be named the Pueblo of Isleta Higher Education Program (POI/HEP)

§100.2 What is the purpose of this subpart?

The Pueblo of Isleta Higher Education Program (POI/HEP) provides financial assistance to eligible Pueblo students who have unmet financial needs as determined by the eligible institution's Financial Aid Office. All grants made under this part shall be subject to availability of funds.

Subpart B – What are the definitions used in this program?

§100.3 What is the definitions used in this program?

Academic Probation means an advisory warning that improved performance is necessary for a student to continue funding. Students not meeting the 2.5 grade point average (GPA) and minimum credit hours earned as a full-time or part-time student will result in academic probation.

Academic Suspension means The Pueblo of Isleta will placed students on academic suspension if one or more of the following occurs (1)failure to fulfill minimal requirements (2)exceeds maximum time frame, (3)GPA below 2.5 and completion of full or part-time status. Students placed on academic suspension will not be considered eligible for reinstatement before the completion of the suspension period. Students may be subject to suspension or dismissal if they fail to provide official transcripts from colleges previously attended. Facsimiles of transcripts are not official transcripts.

Academic year means a period of time in which a full-time student is expected to complete the equivalent of at least two semesters, two trimesters, or three quarters at an institution that measures academic process in credit hours.

Accreditation means the certification of an institution of higher education by a sanctioned national or regional accrediting agency or association recognized by the Secretary of Education.

Associate Degree means, two academic years, conferred and defined by the respective accredited institution.

Bachelor Degree means, five academic years conferred and defined by the respective accredited institution.

Campus-based aid means the Federal financial aid programs (i.e., Supplemental Educational Opportunity Grants (SEOG), College Work-Study (CWS), and Stafford Loan administered by the financial aid office.

Certificate means a completion of a course of study awarded by a vocational training institution. A certificate course of study is based on clock hour instruction only.

Continuing Student means a grant recipient who is currently enrolled in an eligible institution and is maintaining satisfactory academic progress in his or her course of study according to the institution's standards of satisfactory progress.

Director means the Director, Isleta Department of Education.

Doctorates Degree means, three academic years plus an additional year for dissertation conferred and defined by the respective accredited institution.

DOE means Department of Education.

DOE/HEP means the Department of Education Higher Education Program.

Expected Family Contribution (EFC) means a measure of your family's financial strength and indicates how much of you and your family's financial resources (for dependent students) should be available to help pay for your education. The EFC is calculated from the information you report on the FAFSA.

Eligible Institution means an institution of higher education that is accredited by a national or regional accrediting agency or is a candidate for accreditation, or is a tribally controlled community college.

Financial Aid Office means the office of an institution of higher education that has responsibility for institutionally administered financial aid.

Financial Aid Package means the institution's documents that identify the amounts and types of financial aid awarded by the institution and the amount of unmet need.

Full Time Student means an enrolled student who is carrying a full time academic work load (other than correspondence course) as determined by the eligible institution.

Higher Education Package means documents required to identify eligibility for assistance obtainable through federally recognized tribal offices.

Masters Degree means a degree awarded upon completion of one to two years of advanced graduate study beyond the bachelor's degree with the length depending on the field of study and conferring institution.

Mitigating circumstances means a circumstance, such as, a student's medical diagnosed condition impairing the ability to continue a course of study documented by his or her physician, or any other undue hardship that significantly hinders a student's academic progress.

No-Need Award means when an enrolled student's resources exceed their expenses. A no-need award is granted to support students who have been declared by the financial aid institution office as having a no-need.

Part-Time Student means an enrolled student who is carrying less than a full time academic work load (other than correspondence course) as determined by the eligible institution.
POI means Pueblo of Isleta.

Program Plan means an individualized course of study in which the student, in conjunction with the degree granting institution of higher learning, outlines the required courses for the desired degree.

Satisfactory Academic Standing means a minimum of 2.5 grade point average and completion as a full-time or part-time student.

Tribal Grant Applicant means a pueblo member registered with the Pueblo of Isleta census office.

Unmet need means the difference between the students' cost of education and the resources available to defray those costs.

§100.4 **Who is eligible for a higher education funding?**

To be eligible for a higher education funding:

- (a) You must be a tribally enrolled member with the Pueblo of Isleta Census Office documenting at least one-half or more blood quantum, or,
- (b) You must be registered with the Pueblo of Isleta Census Office documenting at least one-quarter blood quantum.

- (c) You must be admitted to an institution of higher education that is accredited by national or regional accrediting agency, is a candidate for accreditation, or is an eligible tribally controlled community college.
- (d) You must apply for all available campus-based aid by the institution's established due date; and
- (e) You must have unmet need (the difference between the cost of your education and your resources for defraying the cost) as determined by the eligible institution's financial aid office.

§100.5 How can I apply for a higher education funding?

- (a) You must have the Institution's financial aid office prepare and certify an application package for financial aid. This package must include:
 - [1] A letter of acceptance from your institution (required only if you are a new, transfer, or a previously suspended student);
 - [2] A completed grant form for applying for a higher education grant;
 - [3] A Certificate of Degree of Indian Blood (CDIB) from your tribe or BIA certifying that you are a member of a tribal or have documentation to support a claim to Indian descent by blood quantum; or,
 - [4] An official high school transcript or General Education Development (GED) high school equivalency certificate;
 - [5] Grades, transcripts or progress reports from previous term/year of attendance (continuing students);
 - [6] A class schedule;
 - [7] A degree plan.

§100.6 When are my documents due?

- (a) You must submit all required documents on the following dates to receive consideration for a grant. Funding ***will not*** be provided if documents are received after these deadline dates.

Full Academic Year: (August – May)	Application Due July 1 st Supporting documents Due August 31 st
Fall Semester/Term: (August – December)	Application Due July 1 st Supporting documents Due August 31 st
Spring/Winter Semester/Term: (January – May)	Application Due November 1 st Supporting documents due December 31 st
Summer Semester/Term: (May – July)	Application Due April 1 st Supporting documents due May 31 st

§100.7 How long does my financial aid last?

- (a) If your bachelor's degree required four or fewer academic years, you may take extra years to complete the program, but you must finish an undergraduate degree in no more than five academic years.

- (b) If you are an enrolled student seeking a graduate degree, you must finish your course of study within two years beyond a bachelor's degree.
- (c) If you are a doctorate candidate, you must finish your course of study within three years beyond your master's degree.
- (d) The POI/HEP may waive the time limits for hardship caused by special circumstances.
- (e) To remain eligible for continued funding, you must submit an official grade report or a transcript for each term to the tribal higher education grant officer administering the program.

§100.8 What if my school's financial aid office declares me as a "no need" student?

- (a) If you are designated as a POI full-time enrolled student and have been designated as a no-need student by the financial aid office of the institution you are attending, you are eligible to receive up to a maximum funding of \$3,000 per academic semester/quarter for the academic year you are attending. This award will be given to those students who have received any institution or other scholarships.
- (b) If you are designated as a POI full-time student and have been designated as No-Need student by the financial aid office of the institution you are attending because of a High Parent/Student Expected Family Contribution (EFC), you are eligible to receive up to maximum funding of \$5,000 per academic/quarter for the academic year you are attending.

§100.9 How much can a part-time student receive?

- (a) A part-time enrolled student can receive a maximum award of \$1,000 per academic semester/quarter.

§100.10 What is my maximum amount of award as a Full-Time student?

- (a) A full-time enrolled student's maximum award is based on a dependent student living on campus. (University of New Mexico criteria).
- (b) A student enrolled in special legal summer programs in preparation for entrance to an accredited institution for the following semester can receive up to a maximum award of \$2,500.
- (c) If you are enrolled in an accredited institution pursuing a course of study that normally does not lead to a four year degree, the maximum award available will not exceed \$1,000 per academic semester/quarter.

§100.11 What happens if I withdraw from school?

- (a) You will be required to pay back any portion of the grant you receive if you, without mitigating circumstances, fail to enroll, withdraw or are expelled before the completion of a term.

§100.12 How do I appeal an adverse decision?

- (a) If you are appealing decisions involving distribution of Higher Education funding, you may appeal by the following procedure.
- (b) If you are appealing decisions involving distribution of tribal funding, you may appeal as follows:

- [1] Submit a written appeal letter to the Executive Director, Isleta Education, Pueblo of Isleta within ten(10) working days of receipt of initial denial letter. The letter should cite reasons for the appeal.
 - [2] A decision will be issued within ten (10) working days of the receipt of the appeal letter.
- (c) In the event of an unsatisfactory response from the Executive Director, the decision may be appealed to the Department of Education, Board of Education for review. The following process shall be followed:
- [1] The student must submit a letter of appeal requesting a hearing.
 - [2] The appeal shall be scheduled at a regularly scheduled meeting of the Board of Education, or, a special meeting can be called by the Board president.
 - [3] The Board of Education shall render a decision, in writing, within ten (10) working days after the grievance appeal hearing.
 - [4] The decision of the Board shall be final.

§100.13 What information is kept for the grant program?

- (a) The POI/HEP will maintain your files, a ledger of all costs and related records necessary to identify all transactions involving the expenditure of funds made available to you.
- (b) The POI/HEP officer will submit a Higher Education Grant Program annual report for the preceding academic year to the Executive Director, Isleta Department of Education by November 1st of each year.

§100.14 Am I responsible for Loans?

- (a) Students are responsible for repayments of any loans incurred by the student. The POI/HEP is not responsible for loan payment.

Subpart C – Bureau of Indian Education Higher Education Funding

§101.1 What funding is available for Isleta members who are at least ¼ blood quantum?

- (a) If you are registered with the Pueblo of Isleta Census Office with documentation indicating at least one-quarter blood degree you will be eligible for:
 1. Full-Time enrolled students may be awarded up to \$3,000 per academic semester/quarter.
 2. Part-Time enrolled students may be awarded up to \$500 per academic semester/quarter.
 3. An enrolled student declared as a No-Need award may be awarded up to \$1,000
 4. Awards are subject to availability of funds.

§101.2 What other conditions apply to my funding from the Bureau of Indian Education?

- (a) All conditions found in Subpart A are applicable to both Pueblo of Isleta and Bureau of Indian Affairs receiving grants under this part.

§101.3 (Reserved)