

MILLE LACS BAND OF OJIBWE HIGHER EDUCATION OFFICE

Terms and Policies

43408 Oodena Drive, Onamia, MN 56359
Telephone (320) 532-4695 Fax (320) 532-7826

Approved by APB 08/19/09

Approved by Band Assembly 08/25/09

Purpose:

The Mille Lacs Band Higher Education Office (MLBHEO) is established to assist enrolled members and first-generation descendants of the Mille Lacs Band of Ojibwe as they pursue their educational goals.

A. Eligibility Requirements

- Students must be an enrolled member of the Mille Lacs Band of Ojibwe or have the ability to prove a biological parent was an enrolled member.

Enrollment will be verified. For your enrollment number or status you may contact the Enrollments Office (320) 532-4181

- The student must make all inquiries of the Higher Education Office. Anyone else calling on behalf of a student must have a written authorization on file with the Mille Lacs Band Higher Education Office.
- Mille Lacs Band Higher Education Office must have a signed authorization agreement and terms on file before any funds are disbursed to the student.

B. Required Documents

1. Proof of high school diploma or G.E.D.

2. Proof of acceptance into an accredited Vocational Program or Degree Granting College or University. (Title IV Schools only)

- Admission fees to colleges, universities, and technical schools are the responsibility of the student.
- Students returning to education must have transcripts from each school previously attended on file with the Mille Lacs Band Higher Education Office.

3. A completed Student Education Plan (SEP).

- The SEP is required of every student and is not dependent upon whether or not the student has chosen a major or a specific program of study. The SEP must be updated and resubmitted each academic year. Each student's progress is closely monitored by the Higher Education Office.
- Undergraduate Students who attend full-time are expected to complete an associate degree program within eight (8) quarters or five (5) semesters. Students who are attending a bachelor program full-time are expected to complete a program in fifteen (15) quarters or ten (10) semesters. Part-time student's progress requirements will be determined on a case-by-case basis according to their individual student education plan.

4. A Completed Mille Lacs Band Scholarship Application.

- ***Application must be completed once a year prior to the deadline date of the semester or quarter for which the student wishes to receive funding.*** The student must indicate on the form all semesters/quarters the student intends to take classes in that academic year. The application must be filled out completely and required documents submitted. No funds will be disbursed until all required documents have been received by Mille Lacs Band Higher Education Office.

5. A completed Assignment of Per Capita (Bonus) Distribution or Promissory Note

- The Mille Lacs Band Higher Education Office has limited funding. To ensure the best use of funds, each student is expected to perform at a minimum standard (See section D for the definition of the minimum standard). The student will be required to repay (through a deduction from their per capita distribution payment) the Mille Lacs Band Higher Education Office for the actual cost of classes for which the student did not meet the minimum standard.

- For first-generation descendants a promissory note is required.

C. Funding Requirements

- ***All student tuition bills must be delivered to the Mille Lacs Band Higher Education Office upon receipt by the student. (via U.S. Mail, hand delivery, fax or scanned email)***
- ***Students must maintain an overall Grade Point Average of 2.0 (or its equivalent) or better with no incompletes, withdrawals or failing grades.***
- ***Students must submit a class schedule every semester/quarter, no more than one month after the classes or program has started. The student must immediately notify the Scholarship Office of any changes to the schedule after it has been submitted.***
- ***To be funded for upcoming terms within the same academic year, previous semester/quarter grades must be on file with the Mille Lacs Band Higher Education office.***

The following are deadline dates for receiving the Mille Lacs Band scholarship applications:

**Fall Semester/Quarter-----September 15th
 Winter/Spring Semester/Quarter-----January 15th
 Summer Semester/Quarter-----June 15th**

- Undergraduate Students will be granted **up to a maximum of \$9,000.00** for each academic year of full-time enrollment, regardless of actual expenses. Part-time students will only receive the actual cost of tuition, books, and tuition related fees, not totaling over **\$9000.00 for the academic year**. For a full time student, the scheduled disbursement is as follows:

For Schools that use the Semester system:

- \$4500-Spring Semester, \$4500 Fall Semester
- If attending summer: \$3000-Fall Semester, \$3000-Spring Semester, \$3000-Summer Semester

For Schools that use the Quarter system:

- \$3000-Fall Quarter, \$3000-Winter Quarter, \$3000-Spring Quarter
- If attending summer: \$2250-Fall Quarter, \$2250-Winter Quarter, \$2250-Spring Quarter, \$2250-Summer Quarter

*NOTE: If the student does not check the summer option on the Higher Education Application and later decides to attend summer session after receiving the funding, the student will not qualify for additional funding beyond the \$9000.00 maximum.

- In addition, reimbursement for the actual cost of books and required supplies for classes, (***syllabus required***), will be a maximum of **\$375.00 per semester or \$250.00 per quarter**. Receipts must be submitted to the Mille Lacs Band Higher Education Office prior to funds being disbursed.

Required supplies means only supplies that are required for the course, such as clay, paint, paintbrushes, etc. for an Art class or tools for mechanics. **Not covered are routine supplies, for example: pens, pencils, notebooks, book bags, computers, clothing, parking passes, or city bus passes.*

Full-time/Part-time Status Determination

Full-time status for students enrolled in both semester and quarter based classes are those taking 12 credits or more per semester/quarter. Part-time is anything less than 12 credits for either semesters or quarters.

D. Trial Quarter/Semester Status

When a student does not complete a class with a passing grade, (***A passing grade is a grade other than a Withdrawal (W), Incomplete (I), Failing grade (F) or a GPA below a 2.0 for that semester or quarter***) which the Mille Lacs Band Higher Education Office has awarded funding, the student will be allowed to attend the upcoming quarter/semester, but they will be on **Trial Quarter/Semester**.

- While on Trial Quarter/Semester, the Mille Lacs Band Higher Education Office will **only** pay tuition, books, and tuition related fees and required class related supplies. The maximum amounts of up to \$9000 per academic year for tuition and fees, and \$375 per semester or \$250 per quarter for books still apply.
- The student will be required to pay back to the Mille Lacs Band Higher Education Office the actual cost of any class or classes for which a passing grade was not received.
- NOTE: ***If trial quarter/semester GPA is below 2.0*** (not overall GPA), then all F's, Withdrawal's (W), Incomplete's (I), and D's for that term will need to be paid back by the student (**through a deduction from their per capita distribution payment, or through the promissory note**) to MLBHEO.

The second **consecutive** semester/quarter that a student does not complete a class (i.e. withdrawal, incomplete, failing grade or semester/quarter GPA below a 2.0) for which the Mille Lacs Band Higher Education Office has paid; the student shall then be placed on **Academic Probation**.

E. Academic Probation

While on Academic Probation the student is **NOT ELIGIBLE** for funding through the Mille Lacs Band Higher Education Office.

- Funding will be the sole responsibility of the student once they are placed on Academic Probation.
- Students will remain on Academic Probation until successful completion of **one** quarter/semester according to scholarship program policy standards.
- If the student chooses not to attend college after being placed on probation status, they will remain on Academic Probation for 5 years. Following the 5 year probationary period, the student is again eligible for funding on a Trial Quarter/Semester basis.

F. Online/Internet Classes

Students who intend to take Internet classes must provide MLBHEO with the following, **prior** to enrolling in classes:

1. Approval by Mille Lacs Band Higher Education Office. Approval must be obtained **before** enrolling in classes. If class/classes are not approved before enrolling, tuition will be the student's responsibility.
2. Proof that Internet class/course is from an accredited program and college.
3. A Student Education Plan must be on file and include name, business address, and phone number of an Educational Advisor from the prospective college.
4. A description of how the student will receive educational assistance and guidance. This is asked of the student because of the high amount of responsibility and self-discipline involved in taking an online class/program. This is done so the students' success can be monitored.

State and city taxes are not eligible for funding by MLBHEO

G. Travel Abroad Criteria and January-Term Requirements

College Students (Post Secondary)

1. Must be at full-time status.
2. Must have cumulative GPA of 3.0 or higher and be at sophomore level or higher.
3. Program must be related to Student Education Plan. The courses taken must be relevant to the degree program.
4. January Term tuition/costs will be deducted from the scholarship award for the current school year. The student should alert the scholarship program

- prior to the fall semester of the prospective school year if they intend to participate in travel abroad and January-Term programs.
5. Subject to review by Higher Education Committee and/or the Commissioner of Education.

Students who travel abroad will represent the Mille Lacs Band of Ojibwe. An essay or photos for publication in the Mille Lacs Band online and print media (newspapers, website, brochures) will be required from each student

H. Academic Achievement Awards

To be considered for an academic achievement award:

- Students must have completed their program or major after September 1, 1996.
- Students must submit a copy of their degree/diploma along with an application for an Academic Achievement Award to the Mille Lacs Band Higher Education Office. Payment will not be processed without a copy in file.

The following awards qualify:

- 1) General Education Diploma (GED) or High School Diploma \$500.00
- 2) Vocational/Technical Diploma/Certification. Program must be a minimum of 24 credits hours. \$1,000.00
- 3) Associated Degree (AA or AAS) \$1,250.00
- 4) Bachelors Degree (BS or BA) \$1,500.00
- 5) Graduate Degree (Masters or Doctoral) \$2,000.00

*Only one award in each category will be paid. For example, if a student receives an AA degree and an AAS degree they will be paid for one degree only. The same applies to bachelors and graduate degrees.

I. GRADUATE and POST GRADUATE DEGREE PROGRAM

Eligibility Requirements:

- Must meet Mille Lacs Band Scholarship eligibility requirements.
- Proof of Baccalaureate Degree from an accredited college or university.
- Proof of acceptance to an accredited graduate degree program.
- Students must maintain a grade point average (GPA) of no less than 2.75 in order to be eligible for the succeeding semester. Proof of grades shall be turned in to the MLBHEO immediately upon receipt.
- Students are required to complete the graduate degree program within the time frame allotted for such program, as noted in their Student Education Plan. For example, if a student seeks a degree from a Master Program, he or she must complete such program within two years as a full-time student.

Maximum Award Amounts:

1. Maximum award is \$12,000.00 per school year. This can be broken down into the following:
 - \$6000-Fall Semester, \$6000-Spring Semester
 - If attending summer: \$4000-Fall Semester, \$4000-Spring Semester, \$4000-Summer Semester.
2. In addition, reimbursement for books and required supplies (a course syllabus is required) will be up to \$375.00 per semester or \$250.00 per quarter, when receipts are submitted to the Higher Education Office.

Application Deadline:

- A minimum of one month prior to the start of graduate program.

J. SEND ALL INFORMATION TO:

Mille Lacs Band Higher Education Office
43408 Oodena Drive
Onamia, MN 56359

Please retain the Mille Lacs Band Scholarship Guidelines and a copy of your application for your records.

Any questions regarding the student's scholarship or award shall be disclosed only to the individual student. Due to confidentiality requirements, no information concerning a student shall be disclosed to any third party without written permission from the student.

Any questions concerning your scholarship/award, contact:

Mille Lacs Band Higher Education Office

(320) 532-4695

Fax: (320) 532-7826

All Higher Education Forms Are Available Online at:

www.millelacsband.com

Click on **“Programs and Services”** then

“Education” then

“Scholarships”



Department of Higher Education *Mille Lacs Band of Ojibwe*

Commissioner of Education
Suzanne Wise

Higher Education Director
Camille Naslund

Authorization and Agreement Terms

Please sign and return to Mille Lacs Band Higher Education Office

I, _____, the student, have read and understand the policies of the Mille Lacs Band Scholarship Program. I agree to abide by all the policies governing the Mille Lacs Band Scholarship Program.

I understand that should my academic performance be less than the minimum requirements of a Fulltime/Part-time student, I risk Trial Quarter/Semester and/or Academic Probation from the Mille Lacs Band Scholarship Program.

I understand that it is my responsibility to submit my grades and/or transcripts at the end of each term of attendance for which I received educational financial assistance from the Mille Lacs Band Scholarship Program.

I agree to take full responsibility for my academic achievements and progress as well as all costs incurred relating to my academic career, which is beyond the amount I may be awarded by the Mille Lacs Band Scholarship Program.

Student Signature

Date

Date Rec'd (Office Use Only)