



DEPARTMENT OF  
**Tribal Empowerment**

**HIGHER EDUCATION PROGRAM  
ADMINISTRATION AND OPERATION GUIDELINES**

Revised by the Higher Education Committee  
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**PURPOSE OF GUIDELINES**

The following higher education guidelines are established in order to govern all higher, vocational, and continuing education awards administered by the Tribal Empowerment Department and all funding sources to include but not limited to, the Bureau of Indian Affairs, Tigua Indian Employment and Training Program under the Section 166 Workforce Innovation Opportunity Act, and Tribal Funds. All post secondary programs will be subject to the guidelines. The guidelines are written in order to give participating students, prospective students, and program staff clear policies and procedures to follow for the participation and administration of all post secondary programs.

**PROGRAM DESCRIPTION**

Ysleta del Sur Pueblo has a Higher Education Program, which helps students obtain a degree or certification from an accredited higher education institution in the form of educational awards. The amount of funding given to Ysleta del Sur Pueblo from the Bureau of Indian Affairs and other sources for higher education awards varies every calendar year. Awards are intended to assist students in meeting the cost of higher education.

**ELIGIBILITY**

Funding from the Higher Education Program is for students who are enrolled tribal members of Ysleta del Sur Pueblo and are enrolled at an accredited institution as outlined in the table below.

Program	Pell Grant Awards	Percentage Awarded By Higher Education Program	Enrollment Status	Textbook Stipend	Cap on Funding	Eligibility Requirements
Higher Education Deadline: Fall – 7/1 Spring – 11/1 Summer – 4/1	No Pell Grant Awarded	100%	Full Time (12 credit hours or more)  Part Time (11 credit hours or less)  If enrolled more than 12 credit hours in a semester, the credit hours will be multiplied by cost of credit hour, but will not exceed 36 credit hours per academic year and \$12,600.00 for 4 year institution and \$3,564.00 for 2 year institution to include no more than \$1,200.00 for books.	Additional \$100.00 per class not to exceed \$400.00 per semester  *Stipend will be paid with tuition funding sent out to the institution.  *Textbook funding might be used to cover tuition first by the intuitions scholarship office and any unused monies should be reimburse to student by the institution  *No textbook stipend will be awarded for retake classes	\$4,200/sem. @ 4yr. Institution \$1,188/sem. @ 2 yr. Institution  (\$350.00/per credit hour) @ 4yr. institution (\$99.00/per credit hour) @ 2yr. institution	<ul style="list-style-type: none"> <li>• Residency in the El Paso/ Hudspeth Counties</li> <li>• Accredited 2-4 yr. institution</li> <li>• Complete and submit FAFSA</li> <li>• Establish unmet financial need</li> <li>• Minimum 2.0 GPA</li> </ul> Parental contribution will not be considered for students between the ages of 18-24 years.
Higher Education Deadline: Fall – 7/1 Spring – 11/1 Summer – 4/1	Partial Pell Grant Awarded	75%	Full Time (12 credit hours or more)  Part Time (11 credit hours or less)	N/A	\$3,150/sem. @ 4yr. institution \$891.00/sem. @ 2 yr. Institution  (\$262.50/per credit hour) @ 4yr. institution	<ul style="list-style-type: none"> <li>• Residency in the El Paso/Hudspeth Counties</li> <li>• Accredited 2-4 yr. institution</li> <li>• Complete and submit FAFSA</li> <li>• Establish unmet financial need</li> <li>• Minimum 2.0 GPA</li> </ul> Parental contribution will not be

			If enrolled more than 12 credit hours in a semester, the credit hours will be multiplied by cost of credit hour, but will not exceed 36 credit hours per academic year and \$9,450.00 for 4 year institution and \$2,673.00 for 2 year institution.		(\$74.25/per credit hour) @ 2yr. institution	considered for students between the ages of 18-24 years.
Higher Education Deadline: Fall – 7/1 Spring – 11/1 Summer – 4/1	Full Pell Grant Awarded	50%	Full Time (12 credit hours or more)  Part Time (11 credit hours or less)  If enrolled more than 12 credit hours in a semester, the credit hours will be multiplied by cost of credit hour, but will not exceed 36 credit hours per academic year and \$6,300.00 for 4 year institution and \$1,782.00 for 2 year institution.	N/A	\$2,100/sem. @ 4yr. institution \$594.00/sem. @ 2 yr. Institution  (\$175.00/per credit hour) @ 4yr. institution (\$49.50/per credit hour) @ 2yr. institution	<ul style="list-style-type: none"> <li>Residency in the El Paso/Hudspeth Counties</li> <li>Accredited 2-4 yr. institution</li> <li>Complete and submit FAFSA</li> <li>Establish unmet financial need</li> <li>Minimum 2.0 GPA</li> </ul> Parental contribution will not be considered for students between the ages of 18-24 years.
Technical/Vocational  Deadline: 1 month prior to start of program	N/A	N/A	Full/Part Time	N/A	\$4,200 / Academic Year	<ul style="list-style-type: none"> <li>Residency in the El Paso/Hudspeth Counties</li> <li>Accredited institution</li> <li>Seeking certification/degree</li> <li>Complete and submit FAFSA</li> <li>Establish unmet financial need</li> <li>Attending an institution in the El Paso/Hudspeth Counties</li> </ul> Parental contribution will not be considered for students between the ages of 18-24 years.
Graduate/Doctoral Deadline: Fall – 7/1 Spring – 11/1 Summer – 4/1	N/A	100%	Full Time (9 credit hours or more)  Part Time (8 credit hours or less)  If enrolled more than 9 credit hours in a semester, the credit hours will be multiplied by cost of credit hour but will not exceed 27 credit hours per academic year and \$11,205 for 4 year institution to include no more than \$1,200.00 for books.	Additional \$100.00 per class not to exceed \$400.00 per semester  *Amount will be paid with tuition funding sent out to the institution.  *Book funding might be used to cover tuition first by the intuitions scholarship office and any unused monies should be reimburse to student by the institution  *No textbook stipends will be awarded for retake classes	\$3,735/ sem. @ 4yr. institution and  (\$415.00/per credit hour) @ 4yr. institution	<ul style="list-style-type: none"> <li>Residency in the El Paso/Hudspeth Counties</li> <li>Accredited institution</li> <li>GPA contingent on degree plan requirement</li> </ul>

The goal of the Higher Education Program is to help supplement the students remaining unmet need or the gap between the actual higher education cost and their available resources (financial aid package along with any other student/family contribution) to meet the cost that cannot be derived from other programs or resources. It is structured on a last dollar basis meaning all other sources of funding must be sought prior to receiving any tribal assistance. **Grants are not to be considered as the total source of funding for higher education.**

Students must apply for all federal financial aid, state and campus based programs. These sources will be used as the main source of funding. Students who do not apply for federal, state, or campus based programs will be considered **ineligible** for program funding. Receipt of other financial assistance does not automatically disqualify students from the Higher Education Program. Tribal grant awarded is in addition to any other financial aid or self contribution.

### **REQUIREMENTS**

The following items must be submitted to the Tribal Empowerment Department. **If these records are not submitted by the student on the appropriate deadline, the file will become inactive and further processing discontinued:**

- **Program Application:**  
Student is required to complete and submit a program application requesting financial assistance. A program application must be submitted every semester in order to receive financial assistance.
- **Student Aid Report (SAR):**  
Student must provide a copy of the official response from the Department of Education after submitting the Federal Application for Student Aid (FAFSA). **(Deadline for Ysleta del Sur Pueblo is April 14.)**
- **Financial Needs Analysis Form:**  
A Financial Needs Analysis Form must be filled out by the institution's Financial Aid Office to determine financial need.
- **Letter of Acceptance:**  
Student must submit a copy of an acceptance letter provided by the college/university. **(During initial applicant only)**
- **Official High School/College Transcript, Certified Letter, or GED Report:**  
Student must submit an official/unofficial copy of their most current educational record.
- **SAT/ACT Scores:**  
Student must submit a copy of SAT/ACT scores used by a college or university when rating student ability. **(During initial applicant only)**
- **Letters of Recommendation:**  
Student must provide three letters of recommendation when requesting higher education assistance. **(During initial applicant only)**
- **Tribal Enrollment Record:**  
Student must provide a copy of updated Enrollment card or a written notarized statement certifying an individual's enrollment and degree of Indian blood issued by the YDSP Enrollment Department or enrollment departments from other tribes. **(During initial applicant only)**
- **Copy of Registration:**

A copy of institutional statement reflecting current course schedule and fees assessed.

- **Signed Degree Plan**

Copy of degree plan signed by advisor/counselor for current institution.

**DEADLINES**

Complete application and supporting documentation for the Higher Education Program must be received by the following dates:

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
July 1 <sup>st</sup>	November 1 <sup>st</sup>	April 1 <sup>st</sup>

**All completed applications received after the deadline will be considered only upon the availability of funds.** Students who apply by the appropriate deadline will be considered first, based on the availability of funds and in accordance with the tribal priority list. **Any student not meeting program deadlines must be prepared to pay his/her own registration fees and all other related expenses.**

**STUDENT UNMET NEED**

The unmet need is the gap between the higher education cost of a college or university minus any student/family contribution. The evaluation of each student/family's financial status establishes the basic standard for awarding a grant. Once a student's financial need has been determined, the Financial Aid Office of the institution being attended will award a financial aid package to help meet the cost. This package will consist of the awards the student is eligible for such as, federal and state programs, college based funding and other institutional resources.

**FINANCIAL NEEDS ANALYSIS FORM**

The Financial Needs Analysis Form is a clear and complete evaluation used by colleges and universities to which a student has enrolled. It outlines and totals the Costs of Education including: Tuition/Fees, Room/Board, Books/Supplies, Transportation, Personal expenses, and if applicable Graduate, Out of State and Dependent Allowance. It also outlines a student's total available resources (see Financial Needs Analysis Form in Higher Education Application packet). This report is carefully analyzed by the institution's Financial Aid Office, which determines how much aid will be available to the student to meet higher education cost. The information reported on a student's FAFSA will be used to calculate financial need. The institution will process the Financial Needs Analysis Form to help identify unmet need and return it to the Tribal Empowerment Department.

**MEASURABLE PROGRESS**

Measurable progress will be determined at the end of each semester through an official transcript reflecting grades, hours completed, and grade point average (GPA). Students must maintain a grade point average GPA of 2.0 and complete all of their enrolled courses in order to continue to receive tribal funding. The following grade notations will not be considered as credit hours completed: F, I, W, P, U, N, X and AU. It is the **student's responsibility** to inform the Higher Education Program of any changes that might affect the determination of their applicable degree plan.

**PROBATION**

The first time a student fails to make measurable progress or fails to earn the required minimum 2.0 GPA, he/she will be placed on Tribal Empowerment Program Probation for one semester and will be allowed to continue receiving aid. A letter explaining their probation and future eligibility status will be provided to the student. While on program probation, a student must meet the stated

minimum grade requirement and complete required hours for the academic semester. At the end of the probationary period, grade and hour requirements will be reviewed and if all requirements are met the student will be eligible to continue to receive funding. If requirements are not met, the student will be deemed ineligible and suspended from further funding.

**SUSPENSION**

A student whose tribal aid has been suspended can become eligible by attending no less than twelve credit hours without tribal aid and must re-establish satisfactory academic progress. Once all the requirements are met the suspension will be removed and the student may be eligible to receive tribal aid. It is the student’s responsibility to ensure that the Tribal Empowerment Program has received the necessary information to clear this status.

**GUIDELINES FOR FINANCIAL INCOME**

Resources and income that will be considered for the program will include but will not be limited to current assets, parental contribution, and other financial support. It is the intent to assist the most financially deprived students first.

**ELIGIBLE PROGRAMS**

Students are required to select an accredited institution that offers the curriculum for their career goal. A degree plan must be prepared which provides for logical progress and will lead to a degree or certification. At the end of freshman year, a student must have a degree plan in order to be eligible for future funding. Students enrolled in remedial courses (college preparation) will be limited to thirty credit hours. Funding assistance will be provided for elective credit courses such as Music, Dance, Health, Exercise, etc. that are required according to the student’s degree plan. Credit courses that are “fun” or “fill-in” electives are not eligible for funding.

**CAP ON FUNDING**

Once the unmet need is established, the Higher Education Program will assist students to meet this need. The grant award will be based on the financial need and program eligibility of the student. **The amount of Higher Education Program assistance that a student receives will be subject to the availability of funds. In some instances due to funding limitations the total award may be less than the documented need.** The amount of tribal aid received by the student will be based according to the unmet need. From this, the Higher Education Program will determine the maximum amount of tribal aid issued to a student. This will be determined using the method of calculation of tribal aid adopted by the Higher Education Program.

**RESIDENT STATUS/CRITERIA**

Student must be an enrolled member of the Ysleta del Sur Pueblo and reside within the tribe’s service area (El Paso/Hudspeth Counties) and all other eligibility requirements outlined on the chart on page 2.

**PRIORITY**

Priority is given to students with the greatest unmet need whose complete applications are received by the deadline dates. (Please see below)

<b>Status ( in order of Preference)</b>	<b>Residency</b>	<b>Accredited Institution</b>	<b>Institution Location</b>
(1)Freshman, (2) Sophomore, (3)Junior, (4) Senior	El Paso/Hudspeth County	Trade School, College, University	El Paso/Hudspeth County
(1)Freshman, (2)	El Paso/Hudspeth County	Trade School, College,	Outside of

Sophomore, (3)Junior, (4) Senior		University	El Paso/Hudspeth County
Graduate	El Paso/Hudspeth	University	El Paso/Hudspeth County
Graduate	El Paso/Hudspeth	University	Outside of El Paso/Hudspeth County

### **METHOD OF CALCULATION**

Higher Education Program funds will be used to supplement the students' cost of attendance. All students regardless of income must apply for federal student financial aid, state and campus based programs. Eligibility for other financial aid programs does not automatically disqualify an applicant.

### **WITHDRAWAL AND DROP RULES**

Student is expected to attend classes in which they enroll. Withdrawal is not recommended except for medical reasons or extraordinary circumstances. **It is the responsibility of the student to notify the Tribal Empowerment Department in writing of the intent to withdraw or drop courses a minimum of 5 days after drop date and the reason behind such action.** Students who withdraw or drop courses must adhere to the Higher Education Program Refund Policy. (Please see below)

Student must maintain the course load based on what student was awarded. If a student withdraws or drops a class, student must resubmit a new Financial Needs Analysis Form, immediately upon completion of the withdrawal/drop of the class. If the new calculation submitted to the Higher Education Program differs from the original calculation, student is responsible to repay the difference of such amount.

If a student withdraws/drops a class during the 1<sup>st</sup> week of the official start of the semester, student must re-submit a new Financial Needs Analysis Form, immediately upon completion of the withdrawal/drop of the class. Student must adhere to the recommendation of the new Financial Needs Analysis Form with the approval of the Higher Education Committee.

### **REFUND POLICY**

Student is responsible for refunding financial grant assistance for dropped or withdrawn courses. Exemptions from the Refund Policy will include justifiable conditions such as a death in the family, a verifiable family emergency, medical condition or an employment related move. Final judgment or reasoning is the sole decision of the Higher Education Committee. Any non-refunded monies are subject to judicial review by Tribal Court.

### **REFUND PROCEDURES**

Students making refund payments to the Ysleta del Sur Pueblo Tribal Empowerment Department will need to do so by submitting a check or money order payable to Ysleta del Sur Pueblo to the Tribal Finance office. The Department will issue a receipt for the payment at the time the payment is rendered. A Higher Education Participant can elect to pay the funds for classes they dropped in one of the following manners:

1. Student can elect to set up an installment payment plan with the Ysleta del Sur Pueblo Tribal Empowerment Department. A signed agreement must be executed and the student will need to keep current on payments in order to qualify for future financial awards.
2. The Student can elect to set up a payroll deduction if they are a regular employee of Ysleta del Sur Pueblo.

3. The Student can elect to have the amount owed or a reasonable portion of the amount owed (determined by the Ysleta del Sur Pueblo Tribal Empowerment Department) taken out of future education awards granted to the student.

### **PROCEDURES FOR DISBURSEMENTS OF EDUCATION AWARDS**

The Tribal Empowerment Department will issue education awards to the institution's Financial Aid Office. The institution's Financial Aid Office will distribute awards according to its policy on disbursement. Each institution has its own procedure for disbursement.

### **COUNSELING AND REPORTING POLICIES**

The Tribal Empowerment Department offers general counseling and guidance on matters pertaining to higher education and financial assistance. In order to determine higher education matters of concern, aptitudes, and abilities, students are encouraged to meet regularly with an institutional counselor. Student should present any concerns to the institutional counselor. If an issue cannot be resolved that might affect tribal aid eligibility, student should immediately notify the Tribal Empowerment Department.

### **FRAUD OR FALSE INFORMATION**

All information and documents provided for the purpose of applying for the Higher Education Program must be true and correct to the best knowledge of the student. Any attempt to falsify, misrepresent, deceive, alter, impair, or otherwise mislead, verbally or in writing any of the application information (i.e. documents, personal information, registration information, etc.) will result in penalties deemed appropriate by the Higher Education Committee.

### **APPEAL CRITERIA AND PROCESS**

Any student who has been determined ineligible for the Higher Education Program may appeal using the following provisions:

1. The student must obtain from the Tribal Empowerment Department an appeal form which states the reason for the student's ineligibility. The student must attach to this form the following: a current transcript, copy of registration, invoice for books, and the student's own written explanation of the circumstances, which brought about the ineligibility.
2. All appeals are forwarded to the Tribal Court by the Tribal Empowerment Department. The Tribal Empowerment Department Director will make recommendations to the Tribal Court who will make a final determination.
3. Any student anticipating making an appeal should be prepared to pay his/her own tuition fees and all other related expenses in the event that the appeal is not approved or is approved after payment deadline.
4. Results of an appeal must be picked up by the student at the Tribal Empowerment Department.