



HIGHER EDUCATION SCHOLARSHIP
ADMINISTRATION AND OPERATION GUIDELINES
DONA ANA COUNTY

PURPOSE OF GUIDELINES

The following Higher Education Scholarship Administration and Operation guidelines are established in order to govern all Higher Education Scholarships administered by the Ysleta del Sur Pueblo Department of Tribal Empowerment and all funding sources to include but not limited to, the Bureau of Indian Affairs, and Tribal Funds. 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 Department of Tribal Empowerment Higher Education Scholarships.

PROGRAM DESCRIPTION

The Ysleta del Sur Pueblo Department of Tribal Empowerment offers the Higher Education Scholarship to assist with tuition cost but is not to be considered as the total source of funding for higher education tuition cost. The Higher Education Scholarship is a need-based award and is to be used towards an accredited 2 and/or 4-year college/university degree. 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.

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 outlines courses necessary for respective degree. 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 not included in the student's degree plan **must** have signed approval by the student's institutional advisor.

ELIGIBILITY

The Higher Education Scholarship applies to students who are enrolled tribal members of Ysleta del Sur Pueblo, reside within the Dona Ana County, and are enrolled at an accredited 2-year and/or 4-year college/university.

RESIDENT STATUS /CRITERIA

Student must be an enrolled member of the Ysleta del Sur Pueblo and reside within the tribe's service area (Dona Ana County). Copy of state ID, and a utility bill under student's name must be provided with application to verify resident status (documentation must reflect YDSP Service Area). If student does not have a utility bill under their name, a notarized letter from head of household or landlord must be submitted. Letters not notarized must be accompanied by a utility bill under the head of household's name.

CAP ON FUNDING

The amount of the Higher Education Scholarship that a student can receive is \$1,000.00 a semester if in enrolled in Fall, Spring, AND Summer. Students can also be eligible for \$1,500.00 if enrolled in Fall AND Spring semesters ONLY. The cap of funding not to exceed \$3,000.00 per academic year

Table 1

Program	Enrollment Status	Cap of Funding	Eligibility Requirements
Higher Education Scholarship Deadline: Fall – July 1 st Spring – November 1 st Summer – April 1 st	Enrolled in Fall, Spring, AND Summer		<ul style="list-style-type: none"> • Resident within Dona Ana County • Accredited 2 and/or 4 year college/university • Minimum 2.0 GPA
	Full time (12 credit hours or more)	\$1,000.00 per semester	
	Part Time (11 credit hours or less)	\$1,000.00 per semester	
	Enrolled in Fall AND Spring ONLY		
	Full time (12 credit hours or more)	\$1,500.00 per semester	
	Part Time (11 credit hours or less)	\$1,500.00 per semester	

The Higher Education Scholarship is not to be considered as the total source of funding for higher education tuition cost. Students must apply for all federal financial aid, state and campus based programs. Receipt of other financial assistance does not automatically disqualify students from receiving the Higher Education Scholarship. Other tribal grants and/or scholarships awarded is in addition to any other financial aid or self-contribution.

REQUIREMENTS

The listed items below must be submitted to IMPACT Program staff at the Department of Tribal Empowerment in the following formats: hard copy, fax, or saved as a PDF file (no screenshots will be accepted). **If these records are not submitted by the student by the appropriate deadline, the file will become inactive and further processing discontinued:**

1. **Application:** Student is required to complete and submit a scholarship application requesting financial assistance every semester.
2. **Transcript/ GED Certificate:** General Education Development (GED) certificate or an official/unofficial high school or college transcript.
3. **Class Schedule & Fee Statement:** Statement reflecting classes and fee assessment.
4. **Resident Status:** Copy of state ID, and either utility bill under student’s name or signed letter from landlord/head of household accompanied by the landlord/head of household’s utility bill. (All must be within the YDSP Service Area)
5. **Signed Degree Plan:** Copy of current degree plan signed by advisor/counselor for current institution. **(During initial application or transfer only.)**

6. **Letter of Acceptance:** Letter from your institution stating your acceptance and eligibility to enroll. **(During initial application or transfer only.)**
7. **Personal Statement Essay:** The personal statement essay informs the Higher Education Committee of who you are and why you deserve their financial assistance in reaching your higher education goals. This is a critical component of this application. As a result, plan to put a significant amount of time and effort into fine-tuning your statement, which must be a minimum of 500 words. **(During initial applicant only)**
8. **Tribal Enrollment Verification:** Updated Enrollment Identification Card certifying membership within Ysleta del Sur Pueblo. **(During initial applicant only)**

DEADLINES

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

Table 2

Fall	Spring	Summer
July 1 st	November 1 st	April 1 st

All applications received after the deadline will not be considered for review. If certain required documents cannot be attained and submitted by the deadline, students are highly encouraged to submit any available documents, including the Higher Education Scholarship application, by the deadline. If the application is not submitted by the appropriate deadline, the application will be voided. Students who apply by the appropriate deadline will be considered based on availability of funds. Any student not meeting program deadlines must be prepared to pay his/her own registration fees and all other related expenses.

MEASURABLE PROGRESS

Measurable progress will be determined during the next semester applied with an official/unofficial transcript reflecting grades, hours completed, and grade point average (GPA). Students must maintain a GPA of 2.0 and complete all their enrolled courses in order to continue to receive Higher Education Scholarship funding. The following grade notations, but not limited to, 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 IMPACT Program staff of any changes that might affect 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, they will be placed on probation for one semester and their eligibility for Federal Student Aid may be affected. During probationary period, student will be allowed to continue receiving Higher Education Scholarship funding. A letter explaining their probation and future eligibility status will be provided to the student. While on 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. It is the **student’s responsibility** to ensure that IMPACT Program staff has received the appropriate information to clear probation status. 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 funding has been suspended will be issued a suspension letter outlining requirements set by the Department of Tribal Empowerment in order to become re-eligible for the Higher Education Scholarship. At the end of the semester, grade and hour requirements will be reviewed, and if all requirements are met, the student will be eligible to receive funding for the following semester. Minimum requirements will vary depending on the student’s individual circumstances. It is the **student’s responsibility** to ensure that IMPACT Program staff has received the appropriate information to clear suspension status. Until the student meets the set requirements, the student will remain on suspension. Student may also be ineligible from receiving Federal Student Aid.

WITHDRAWAL AND DROP RULES

Student is expected to complete the amount of credit hours for which they are awarded. Withdrawal is not recommended except for medical reasons or extraordinary circumstances. **It is the student's responsibility to notify the IMPACT Program staff of withdrawn or dropped courses within ten (10) business days after drop date.** Although, it is highly encouraged for a student to meet with IMPACT Program staff **before** dropping or withdrawing from any courses. Students who withdraw or drop courses must adhere to the Higher Education Scholarship Refund Policy.

If student withdraws/drops a class before the institution's census date, student must re-submit a new class schedule within ten (10) business days of the withdrawal/drop of the class. Student must refund the full amount awarded by the Higher Education Scholarship for the course(s) withdrawn/dropped.

REFUND POLICY

Student is responsible for refunding Higher Education Scholarship funds pertaining to the amount for courses dropped or withdrawn at any time during the awarded semester. Exemptions from the Refund Policy will include justifiable conditions such as a death in the family, a verifiable family emergency, or medical condition. Supporting documents must be submitted to IMPACT Program staff. Any non-refunded monies may affect future Higher Education Scholarship funding and are subject to judicial review by Tribal Court.

REFUND PROCEDURES

The Refund Procedure pertains to student's dropped or withdrawn courses and funds determined by the waiver request outcome. Student can repay funds in one of the following manners:

1. **Full Payment:** Student can make a full refund payment by making a check or money order payable to the Ysleta del Sur Pueblo and submitting to the Department of Finance (located at 119 S. Old Pueblo Rd., Ysleta del Sur Pueblo, TX 79907). The Department of Finance will issue a receipt for payment at the time payment is rendered.
2. **Installment Payment Plan:** Student can set up an installment payment plan with IMPACT Program staff. A signed promissory note must be executed, and the student **must** keep current on payments in order to qualify for future Higher Education Scholarship funding. Payments must be made to the Department of Finance.
3. **Payroll Deduction:** Student can set up a payroll deduction agreement through IMPACT Program staff and the Department of Finance if they are a regular employee of Ysleta del Sur Pueblo.

Failure to comply with refund procedures will affect future Higher Education funding and any non-refunded monies are subject to judicial review by Tribal Court.

PROCEDURES FOR DISBURSEMENTS OF EDUCATION AWARDS

Upon Higher Education Scholarship award approval, please allow 2-3 weeks for the Department of Finance to issue a scholarship check. Once a scholarship check is issued to the institution, please allow an additional 2-4 weeks for the check to be processed. Each institution has its own procedure and office dedicated for disbursement. The Department of Tribal Empowerment will issue scholarships to the institution's respective office. The institution's respective office will distribute awards according to its policy on disbursement. Depending on the institution, any unused monies may be reimbursed to the student or the Department of Tribal Empowerment. If scholarship award is not processed by institution payment deadline, it is the student's responsibility to make payment arrangements with the institution in order to avoid automatic drop.

COUNSELING AND REPORTING POLICIES

The IMPACT Program 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 is encouraged to seek assistance or guidance from IMPACT Program staff, if an issue cannot be resolved that might affect Higher Education Scholarship eligibility.

FRAUD OR FALSE INFORMATION

All information and documents provided for the purpose of applying for the Higher Education Scholarship 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

An appeal process is available to any student who is unsatisfied with a decision made by the Higher Education Committee, to include application denial, probation/suspension status, and waiver request outcomes. In order to be considered for an appeal, student must demonstrate unusual/extenuating circumstance(s) that affected ability to uphold eligibility and/or academic performance standards while an applicant/recipient of the Higher Education Scholarship and led to the Higher Education Committee decision.

A student seeking an appeal may use the following provisions:

1. Student must schedule an appointment with IMPACT Program staff to obtain an appeal form.
2. Student must attach and submit the following to IMPACT Program staff within ten (10) business days of receiving appeal form:
 - i. A typed statement of the circumstance(s) that affected your eligibility and/or academic performance and led to the Higher Education Committee decision. Include how circumstance(s) have been resolved or no longer exist.
 - ii. Supporting documentation relevant to the explanation. (Examples: doctor or hospital statements, police reports, statements from a third party that knows the situation well.)
 - iii. An official/unofficial current academic transcript.
 - iv. Class schedule and fee statement for the semester pertaining to the appeal.
 - v. Printed certificate of completion for one of the following Financial Literacy modules: using banking and checking accounts, understanding your credit report, using credit cards responsibly, or understanding your paycheck available at www.igrad.com/schools.
3. Appeals submitted to the IMPACT staff will be forwarded to the Department of Tribal Empowerment Management Team, who will review the forms at their next bi-weekly meeting and make a final decision.
4. Once the appeal has been reviewed and decided upon, student will be notified via email and phone call. Results of an appeal must be picked up by the student from IMPACT Program staff at the Department of Tribal Empowerment (located at 11100 Santos Sanchez St., Socorro, TX 79927).

Student may not request an appeal for a semester that has already ended. Any student anticipating making an appeal should be prepared to pay their own registration fees and all other related expenses if the appeal is not approved or is approved after payment deadline. **Decisions are final.**