

STUDENT HANDBOOK

ONEIDA HIGHER EDUCATION





MISSION STATEMENT

The Higher Education program of the Oneida Tribe of Indians of Wisconsin promotes higher education to eligible Tribal members by providing guidance, support, and financial assistance to those attending accredited institutions of higher learning with a goal toward self-sufficiency through a viable career.

BENEFITS

Provides financial aid opportunities through Tribal and Federal funds for members attending post-secondary institutions. Strengthens the Oneida Nation with an educated and trained workforce by improving the quality of life and reinforcing a positive circle of life for future generations.



ONEIDA HIGHER EDUCATION

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Oneida, WI 54155

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www.oneidanation.org

Office Hours:

Monday through Friday

8:00 a.m – 4:30 p.m.

Location:

Norbert Hill Center

North Wing

N7210 Seminary Road

Oneida, WI 54155

Dear Student,

Congratulations on your decision to further your education. Your determination will be rewarded in whatever you choose to pursue.

A positive attitude combined with hard work and endurance will help you to succeed not only with your education pursuits, but throughout your life.

We know that you will confront obstacles and have struggles as a student, but remember that you are our hope for a better future.

The Oneida Higher Education staff wishes you success in achieving your academic endeavors. It is our commitment to assist you in your higher educational goals. We welcome any questions and concerns that may confront you throughout your education venture.

Higher Education Staff

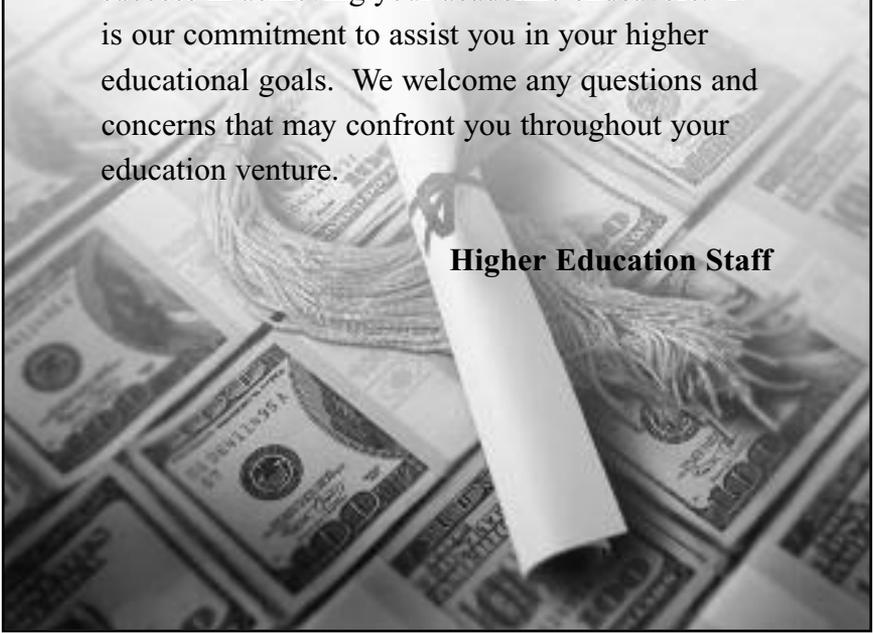


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INTRODUCTION

The Oneida Tribe of Indians of Wisconsin Higher Education Grant can award up to \$20,000 per academic year (*Special Resolution #7-24-02-A (Amendment to the Education Resolution 8-12-96-A)*). Yearly funds are subject to change and are based on Federal and Tribal allocations. Funding will be based on the Oneida Higher Education academic year of August 1 to July 31.

The intent of the Oneida Higher Education award is to provide “supplemental” educational grant monies. It is not intended to replace annual income or meet total personal/household expenses. The award is based on the standard school expenses as determined by each individual college/university.

ELIGIBILITY REQUIREMENTS

1. Be an **enrolled member** of the Oneida Tribe of Indians of Wisconsin.
2. Have a High School Diploma, HSED or GED.
3. **Be accepted** into a diploma or degree seeking program at an accredited college, university or vocational college within the United States.
4. Must have a complete Oneida Higher Education student file (*Refer to “Funding Process” section*).

APPLICATION REQUIREMENTS

1. Submit a copy of the **College Admission** or **Acceptance letter**.
2. Complete the annual **Free Application for Federal Student Aid (FAFSA)** after January 1 of each year.
 - Register for a PIN number at www.pin.ed.gov to obtain online FAFSA financial aid processing.
 - Apply for financial aid by completing the FAFSA online at www.fafsa.ed.gov. (*The FAFSA is required for students who carry six or more credits per semester or term*).
3. Complete the **Oneida Higher Education Application** each academic Year (August to July).
 - Application priority dates: April 15 (Fall Term), October 1 (Spring Term), and May 1 (Summer Term).
4. Complete the **Oneida Participant Acknowledgment and Agreement** form each academic year.
5. Complete the **Oneida Higher Education Academic Plan** each semester/term.
 - Meet with a school counselor/advisor regarding your class schedule. The academic plan must be signed by both the student and school counselor/advisor.
 - Students must complete the Oneida academic plan provided by the Oneida Higher Education Office. *A class schedule is NOT acceptable.*

(All Higher Education applications/forms can be obtained on the Oneida Nation - Higher Education web site: <http://highered.oneidanation.org>.)

STUDENT RESPONSIBILITIES

1. All expenses incurred prior to attending school will be the student's responsibility. Expenses may include the following: Admission fees, housing deposits, transportation to the school, and other related fees prior to the start of school.
2. Each year students are required to apply for the Free Application for Federal Student Aid (FAFSA) and complete the Oneida Higher Education Grant Application Forms.
3. Students are expected to periodically check with the Oneida Higher Education office and the school's financial aid office regarding the status of their files.
4. It is the student's responsibility to ensure that all required documentation is received by the Higher Education office within the required deadlines. *Refer to "Ineligible Funding Factors" section.*
5. Students are required to complete the number of credits within the semester or term for which the Oneida Higher Education grant was provided. This includes video and/or on-line courses. Failure to do so may result in probation or suspension with the Oneida Higher Education Office.
6. Student must submit a copy of their official grades at the end of each semester or term to be considered for continued funding.
7. Upon graduation or completion of a program, students are required to submit a copy of their final transcripts, certificate, license, diploma or degree.
8. It is the student's responsibility to notify the Oneida Higher Education office of any and all changes, e.g., a change in schools, mailing address, telephone number, a change in the number of college credits, etc.

FUNDING PROCESS

1. Students who wish to be considered for Oneida Higher Education funds are required to have the following documents completed and on file prior to the end of semester/term.
 - **Oneida Higher Education Application**
 - **Oneida Higher Education Academic Plan**
 - **Participant Acknowledgment and Agreement Form**
 - **Copy of College Admission or Acceptance Letter**
 - **Financial Review Form** (*Oneida H.E. sends this form directly to the school's financial aid office for completion, which will be completed based off of the appropriate FAFSA (Students taking 5 or less credits/term are not required to have this form).*)
 - **Copy of Last Grade Report** (*for continuing students only*)
2. Students who have all the required documents in their files will be reviewed and awarded in order of completion. It is important to have files completed as early as possible to ensure funding is received in a timely manner. The Oneida Higher Education average awarding time is 10 working days.
3. An Oneida Higher Education award letter listing the Oneida grant amount(s) will be mailed to the student, with a copy sent to the school's financial aid office.
4. Oneida Higher Education funding will be based on an August 1 to July 31 academic school year.
5. The Oneida Higher Education grant can award up to \$20,000 per academic year as determined by the school's standard cost of attendance and the Oneida Higher Education guidelines.
6. The Oneida Higher Education grant award will be sent directly to the school for disbursement. Each school has their own policy regarding the release of financial aid funds in which the student must abide by.

IMPORTANT: Students are advised NOT to start school/classes until they receive the Oneida Higher Education Grant Award Letter. Students who choose to start prior to the receipt of the Oneida award letter are responsible for any incurred costs.

FUNDING ELIGIBILITY

1. Full-time students are “traditionally” **12 credits or more per semester or term** at the vocational/undergraduate level, and traditionally 9 credits at the graduate level. Full-time students will be eligible for tuition, fees, required books, and the room and board allowance. *(Final determination of full-time status will be determined by the Oneida Higher Education Office).*
2. Part-time student are “traditionally” **6-11 credits per semester or term** at the vocational/undergraduate level, and traditionally 6-8 for graduate students. Part-time students are eligible for tuition, fees and required books. *(Final determination of part-time status will be determined by the Oneida Higher Education Office).*
3. All students taking **1 to 5 credits per semester** or term are eligible for tuition, fees and required books.
4. Doctoral students who are considered full-time while working on their thesis will be considered for full-time funding.
5. Students are eligible to pursue progressive degrees, e.g., Associate of Arts (AA/AS), Bachelors (BA/BS), Masters (MA/MS), Doctorate (PhD).
6. Accredited certificates or apprenticeship programs must be eligible for college credit, or result in a state license. Students are eligible for tuition, fees and required books.
7. An initial teacher certificate or license will be considered for tuition, fees and required books.
8. Funding for study abroad will only be considered when it is a requirement to graduate. Funding will be coordinated with the school’s financial aid office to include the cost of tuition, room & board and transportation. Personal & misc. expenses will be the student’s responsibilities.

FUNDING ELIGIBILITY, cont.

Funding for non-required study abroad college credit will consist of tuition and required books.

9. Accredited schools that do not offer a standard school budget or do not participate in the federal financial aid program will only be provided with the cost of tuition, fees and required books.
10. Students taking video and/or on-line courses must complete all credits within the awarded semester or term.

LENGTH OF ELIGIBILITY

Students are eligible to receive a specific number of terms to obtain their degree:

Degree seeking:

Eligibility:

Vocational/Technical	6 Terms
(Associate, Certificate, Apprenticeship, License)	
Undergraduate	10 Terms
Graduate	6 Terms
Doctorate	10 Terms

- Students funded under the 1-5 credit program are not subject to the above length of eligibility. The 1-5 credit program is only an option to students who have not used up their terms of eligibility.
- Summer school will be pro-rated and counted as a term when the total number of full-time credits is reached.
- Students are eligible to pursue progressive degrees, e.g., Associate of Arts (AA/AS), Bachelors (BA/BS), Masters (MA/MS), Doctorate (PhD).

EXTENDED TERMS OF FUNDING

Students who have reached their maximum terms of funding, but have followed their school academic curriculum or plan and are in good standing with their school and the Oneida Higher Education Office, but deficient in credits required to graduate; may request additional terms of funding.

Students must contact the Oneida Higher Education Office to request the “Extended Funding” form.

INELIGIBLE FUNDING FACTORS

The Oneida Higher Education Grant does not cover the following:

- Students who are pursuing a duplicate or lesser degree. (*Students are eligible to pursue progressive degrees in consecutive order, e.g., Associate of Arts (AA/AS), Bachelors (BA/BS), Masters (MA/MS), Doctorate (PhD).*)
- Students who are ineligible for financial aid at their school for any reason besides family income, e.g., suspended for federal financial aid
- Students who are in student loan default.
- Students’ seeking funding after the semester or term has ended.
- Workshops, seminars, conferences, continuing education credits/units or courses required to update/maintain a state license.
- Students who are currently on suspension with Oneida Higher Education Office.

COLLEGE CREDIT FOR PRIOR LEARNING/EXPERIENCE

Students have the opportunity to earn academic credit for previous education or life experience for which credit has not already been earned. These types of credit opportunities are coordinated through the student's school.

Students must submit their original receipts and documentation of successful credit completion to be considered for reimbursement. Applicants must comply with the Oneida Higher Education grant program requirements.

CHILD CARE SUPPLEMENTAL ASSISTANCE

Students eligible for the Oneida Higher Education program may be eligible for assistance with child care costs. Assistance includes the hours that students are in class, plus one hour of travel time per school day. The rate is \$2 per hour for the first child and \$1 per hour for each additional child.

Students who reside in the Brown or Outagamie County, within the state of Wisconsin, must apply with the Center for Self Sufficiency (CSS) as a first resource. They can be contacted at (1-800-236-2214 ext. 3710) or (920-490-3710). If the CSS denies assistance due to income, the student may then be considered for childcare assistance through the Higher Education office.

An application for child care assistance with documentation (birth certificates, official class schedule) is required. The application/information can be obtained on the Oneida Nation web site: www.oneidanation.org by clicking "Departments" and selecting "Higher Education" and then "Applications/Forms."

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) Release of Information

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights respect to their education records.

FERPA regulations protect a student's "education records," which include grades, finances, and discipline records. Your son or daughter (or spouse) can choose to release information from these records to a third party.

According to FERPA, college students are considered responsible adults and are allowed to determine who will receive information about them. While parents understandably have an interest in a student's academic progress, they are not automatically granted access to a student's records without written consent of the student. Students may give permission for a third party to access his/her records by filing a "FERPA Release of Information" form obtained on the Oneida Nation – Higher Education web site: <http://highered.oneidanation.org>. Refer to "Applications/Forms."

ACADEMIC/GRADING REQUIREMENTS

Students are required to submit a copy of their final grade report at the end of each semester/term. All grade reports and transcripts must have the students name officially embedded within the grade report document. Reports with hand written names are unacceptable.

Calculating Grade Point Averages (GPA's): Students are required to "successfully complete" all the credits/courses they were funded for within the term. Therefore, courses that do not have associated grades or grade points averages such as, incompletes, withdrawals, audits, in progress, unsatisfactory, failing, etc., will be considered as non-passing grades. The semester or term grade point average (gpa) will then be recalculated based on the number of actual credits funded for.

ACADEMIC/GRADING REQUIREMENTS, cont.

- o **Vocational/Technical students** must maintain a semester/term **2.0 grade point average (gpa)** on a 4.0 grading scale.
- o **Undergraduate students** must maintain a semester/term **2.0 gpa** on a 4.0 grading scale.
- o **Graduate students** must maintain a semester/term **3.0 gpa** on a 4.0 grading scale.
- o **Doctoral/JD students** must maintain a semester/term **3.0 gpa** on a 4.0 grading scale. *(Higher Education Office can utilize a school's grading policies for those professional doctoral students where a gpa below 3.0 is acceptable to remain in good standing).*
- o **Apprenticeship/Certificate/License** students must maintain academic progress, be in good standing, and submit scheduled/monthly progress reports.

PROBATION AND SUSPENSION ACADEMIC GUIDELINES

The following guidelines will be used to determine the continuation of funding under the Oneida Higher Education Grant Program.

Note: grade point averages will be calculated by Higher Education and will be based on the number of credits funded for the semester/term (see Academic/Grading Requirements).

1. Students may be placed on either probation or suspension for failure to earn the required semester/term grade point average (gpa).
 - a. Undergraduate/technical students with a semester/term gpa of 1.0 up to and including 1.9 will be placed on **probation**. Graduate students with a semester/term gpa of 2.0 up to and including 2.9 will be placed on **probation**.

PROBATION AND SUSPENSION ACADEMIC GUIDELINES, cont.

- b. Undergraduate/technical students with a semester/term gpa that falls below 1.0 will be **suspended**. Graduate students with a semester/term gpa that falls below 2.0 will be **suspended**.
2. Students may be placed on either probation or suspension for failure to **successfully complete** all of the credits for which Oneida Higher Education has provided a grant award. **Note: a course is not considered successfully completed unless credits are earned.**
 - a. Students who do not complete all of the credits for which they were funded will be placed on **probation**.
 - b. Students who do not complete at least half of the credits for which they were funded will be **suspended**.
3. Students may be placed on either probation or suspension for combinations of #1 and #2 above.
 - a. If students complete at least half of the credits for which they were funded with a semester/term gpa of 1.0 or better for undergraduate/technical and 2.0 or better for graduate they will be placed on **probation**.
 - b. If students complete at least half of the credits for which they were funded but their semester/term gpa is below 1.0 for undergraduate/technical or 2.0 for graduate they will be **suspended**.
4. Students who do not meet the probation requirements listed on their Oneida Higher Education academic warning letter will be **suspended**.
5. Students who are on financial aid suspension through their school **are not eligible** for the Oneida Higher Education Grant.

PROBATION AND SUSPENSION ACADEMIC GUIDELINES, cont.

PROBATION:

Students on probation will continue to receive the Oneida Higher Education Grant for their next semester or term. They are encouraged to meet with their school's advisors to develop a plan for academic improvement.

- a. During the students probation period they must complete all the credits for which they received an Oneida grant, with a gpa of a 2.0 or better as an undergraduate/technical school student or a 3.0 or better for a graduate student.
- b. Students must send verification of their grades at the end of the semester or term to determine if they meet the program requirements.
- c. Students who do not meet the probation requirements will be **suspended**.

SUSPENSION:

Students will be denied the Oneida Higher Education Grant while on suspension. To be reinstated, students have the following options:

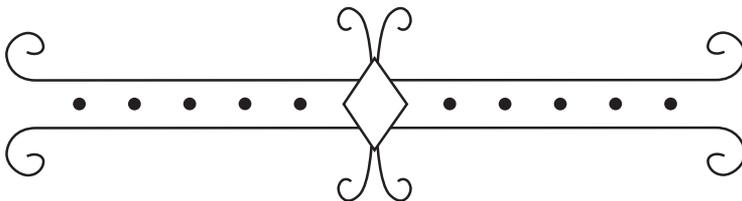
- a. Students must complete the same number of credits that were funded during the term of academic suspension. The student must earn a grade point average of 2.0 or better for undergraduate/technical credits and 3.0 or better for graduate credits that will count toward reinstatement. The student must rely on other funding sources during the suspension period.
- b. Students may repay the entire Oneida Higher Education grant that was awarded to them for the semester/term in which they were placed on suspension status.

STUDENT LOAN DEFAULT OPTIONS

Students who are in student loan default “may” have the following options available to be reconsidered for financial aid. (Please confirm options with the holder of the loan).

1. **Obtain a loan** from a personal banking institution to pay off loan default.
2. **Default Rehabilitation Program:** Consolidate loan balance into a ten-year period. After one year of timely payments, the default status will be removed (only one default rehabilitation permitted). **
3. **Income Sensitive Program:** Students are to provide documents why the client is unable to make recommended monthly loan payments. With documentation, it can be lowered for one year. After one year, it will however resume to the original monthly amount.
4. All guaranty agencies and the U.S. Department of Education (Department) will accept regular monthly payments that are both reasonable to the agency and affordable to you. Call 1-800-621-3115 and speak to a customer service representative.

** Commonly, after six months of successful payments on programs #2 or #3, individuals can apply and be reconsidered for other financial aid consideration (the required number of successful months could vary from lender services). Also, go to www.ed.gov regarding loan repayment, consolidation, default, disputes, etc.



APPEAL PROCEDURE

If an applicant is denied funding or suspended from the Oneida Higher Education Grant program, they may file an appeal as follows:

1. After receiving written documentation from the Oneida Higher Education Advisor informing the student they are not eligible for funding and the specific reason; the student has the opportunity to appeal the decision.
2. The student can request an appeal form from the Oneida Higher Education Office containing the appeal process directions. The student has (30) calendar days from the date the appeal application was mailed to return all required forms, grades and documentation to the Oneida Higher Education Advisor. The appeal will be reviewed and the Higher Education Advisor has (10) working days from the receipt of the appeal to respond in writing to the appeal decision.
3. If the student's appeal has been denied, the student can submit a second appeal in writing with attached documents within (30) calendar days from the date of the denial letter directly to the Higher Education Director, Oneida Tribe of Indians of Wisconsin, P.O. Box 365, Oneida, WI 54155. The Director has (10) working days from the receipt of the appeal to respond in writing to the appeal decision.
4. If the student is denied by the Higher Education Director, the student may appeal in writing with attached documents within (10) working days from the second denial letter to the Education and Training Area Manager, Oneida Tribe of Indians, P.O. Box 365, Oneida, WI 54155. The Manager has (10) working days to respond in writing to the appeal.

ONEIDA HIGHER EDUCATION ADDITIONAL SERVICES

Career assessments

Resource library to include catalogs, brochures and applications

Miscellaneous scholarship information.

Assistance with completion of financial aid and other school forms.

Financial aid workshops

Area High School visits

The Higher Education Student Handbook is subject to change.
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