Oneida Trust Scholarship Fund Policy

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Article I. Statement of Purpose

1-1. The primary purpose of the Oneida Trust Scholarship Fund is to establish a trust resource for providing financial aid scholarships to assist eligible enrolled Oneida Tribal members in securing higher educational opportunities based on established criteria. This Fund is intended to provide assistance for higher education financial needs not being met by Tribal contribution.

1-2. The General Tribal Council delegated the responsibility of developing a plan for the unused Individual Indian Monies held within the Bureau of Indian Affairs to the Oneida Trust/Enrollment Committee. That plan became the Oneida Trust Scholarship Fund.

1-3. The Oneida Trust/Enrollment Committee recognizes that protection of the Oneida Tribe=s future depends on the continued effort to assist tribal members in attaining their goal of higher education. It is essential that financial assistance be considered in the overall plan to attain the highest degree of education possible.

1-4. The Oneida Trust/Enrollment Committee respectfully requests that all recipients of the Oneida Trust Scholarship Fund keep in mind the prospect of returning to the Oneida Tribe to share their acquired knowledge, experience, and education.

Article II. Adoption, Amendment, Conflicts

2-1. This policy was adopted by the Oneida Business Committee Resolution BC-3-21-01-C and amended by BC-6-21-06-Q and BC-12-30-09-A.

2-2. This policy may be amended pursuant to the procedures set out in Tribal law.

2-3. Should a provision of this policy or the application thereof to any person or circumstances be held as invalid, such invalidity shall not affect other provisions of this policy which are considered to have legal force without the invalid portions.

2-4. In the event of a conflict between a provision of this policy and a provision of another law, ordinance, policy, regulation, rule, resolution, or motion, the provisions of this policy shall control. Provided that, nothing in this policy is intended to repeal or modify any existing law, ordinance, policy, regulation, rule, resolution or motion.

2-5. This policy is adopted under authority of the Constitution of the Oneida Tribe of Indians of Wisconsin.

Article III. Definitions

3-1. This article shall govern the definitions of words and phrases used within this policy. All words not defined herein shall be used in their ordinary and everyday sense.

(a) "Applicant" means the person applying for a scholarship who has a high school diploma or its equivalency.

(a) "Business days" means Monday through Friday, except those days recognized as holidays by the Tribe.

(b) "Committee" means the Oneida Trust Committee, which is also known as the Oneida Trust/Enrollment Committee.

(c) "Department" means the Oneida Higher Education Department.

(d) "Fund" means the Oneida Trust Scholarship Fund.

(e) "Scholarship" means a monetary gift from the Oneida Trust Scholarship Fund awarded to a student.

(f) "Unique needs" means funding needs not met by Tribal contribution that are within the applicant's academic plan.

Article IV. Eligibility, Qualifications and Selection

4-1. Eligibility shall consist of the following:

(a) Enrolled member of the Oneida Tribe of Indians of Wisconsin.

(b) Applicants shall be seeking post-secondary acceptance/opportunities through required pre-requisite accredited classes, post-graduate preparation preparatory/examinations, or related preparatory courses.

(c) Applications completed after the class/term/exam ends are not eligible.

(d) The funding shall be dependent on the student being in good standing with the Department.

4-2. Students who are in default with previous student loans shall not be eligible to receive the scholarship until all accounts have been remedied with proper documentation.

4-3. Scholarships shall be for the amount approved by the Committee, dependent upon the guidelines in Article 5.

4-4. Scholarships shall be processed in the order the Department receives a completed application and shall be subject to the availability of funds.

Article V. Guidelines

5-1. The following guidelines are established to assist with determination of whether to award a scholarship:

(a) Expenditures of the Fund shall provide financial resources to the Department for student financial assistance under Article 4.1(b) for unique needs and shall not to be used for offsetting Tribal contribution.

(b) Applicants seeking college entrance requirements in the form of required credits, post-graduate entrance exams fees and related preparatory courses, or pre-requisite classes can receive a lifetime scholarship up to $3,000. Applicants who received assistance prior to the effective date of this provision shall have that amount applied against the lifetime amount[1].

(c) Students shall abide by the Department's established guidelines.

(d) Individual students may not receive funding a subsequent time for the same pre-requisite classes, post-graduate preparatory/examination fees, or related preparatory course they have previously received funding for.

(e) The final decision to make an award is the responsibility of the Department.

(f) Any funds unexpended shall revert to the Committee Education Endowment Fund annually.

Article VI. Appeal

6-1. In the event an applicant wishes to appeal the Department's decision regarding the award of a scholarship, the following procedures shall be followed:

(a) Any applicant that has been denied funding may file an appeal, either personally or

[1] For example, if a person was awarded $1,200 in 2005, that person would be eligible for $1,800 in additional assistance.

through a representative, for reconsideration of funding.

(b) An appeal shall be filed with the Higher Education Manager. The appeal shall be in written form and provided to the Higher Education Manager within ten (10) business days of receipt of notification of denial.

(1) The Higher Education Manager shall make a determination within five (5) business days of receipt of the appeal. The determination shall be sent by registered mail (return receipt requested) or delivered in person to the applicant.

(c) Any applicant denied funding after an appeal to the Higher Education Manager may appeal the Higher Education Manager=s determination to the Area Manager for Education and Training. The appeal shall be in written form and provided to the Area Manager within ten (10) business days of receipt of notification of denial. The Area Manager shall make a determination within five (5) business days of receipt of the appeal.

Article VII. Budgetary and Reporting Responsibilities

7-1. Expenditures are based on the Fund's annual disbursement.

7-2. The annual disbursement shall be evaluated by the Committee during the month of January. The amount shall be derived from the Fund's portfolio per the investment policy, which is designed to maintain the principal as perpetual. The scholarship contribution shall be paid to the Department in April.

(a) Semi-annual reports shall be provided to the Committee by the Department by October 1 and April 1 of each year.

(b) Information shall be detailed in order to allow the Committee to prepare semi-annual reports to the Oneida General Tribal Council on expenditures of the Fund.

(c) Semi-annual reports shall include information on awards from the Department to the Committee and the report shall consist of the scholarship amount awarded, and the school, major, and status of the students who received a scholarship. None of the students' identifying information shall be included in the report.

7-3. The Department shall:

(a) Provide notification to the General Tribal Membership through the Tribal newspaper and Department brochures that the scholarship is available.

(b) Provide the Oneida community and interested individuals with a brief outline of the scholarship's policies and procedures.

(c) Utilize and develop internal systems which will assure there are standard scholarship application forms which contain a statement stressing the contents of Article I, standardize a student signature sheet to indicate the student understands and agrees to the eligibility rules of the scholarship and develop other internal controls as needed.

(d) Maintain records on the Higher Education AS400 Financial aid data base system.

(e) Maintain minutes of all meetings that provide disposition of all requests.

Article VIII. Management

8-1. Management and authority of the Fund, including the drawdown of funds for scholarship allocation, is the responsibility of the Committee.

8-2. Management of the scholarships allocated from the fund shall be delegated to the Department. No administrative charges for the Department shall be authorized from the Fund.

8-3. Management shall include establishing internal guidelines and creating standardized forms.

Article IX. Policy Review

9-1. In order to ensure that the limited resources of the Fund are expended consistent with this policy and to ensure this policy meets the needs of the students, the Department and the Committee shall jointly review and update this policy as requested by either party, and upon approval of the Oneida Business Committee. Any changes shall be in writing, requiring official action by the Committee, and shall not be on a case by case basis.

9-2. In the event a conflict arises as to the guidelines set forth in Article V of this policy and the guidelines for the scholarship as stated in the Department's current handbook, the Department's handbook shall take precedence. All other provisions of this policy shall supersede the Department's handbook.

End.

Approved - BC-3-21-01-C
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