

Higher Education Department Student Relief Fund (SRF)

STUDENT HANDBOOK



ONEIDA

Oneida Higher Education

Physical Address: 3759 W. Mason Street
Suite 3
Oneida, WI 54155

Mailing Address: Oneida Higher Education
P.O. Box 365
Oneida, WI 54155

Fax: 920-869-4039

Ph: 1-800-236-2214, ext. 4033
Or
920-869-4033

Email: highered@oneidanation.org

www.oneida-nsn.gov/highered

Office Hours:
Monday through Friday (Central Standard Time)
8:00am – 4:30pm

Contents:

MISSION 1

INTRODUCTION 1

ELIGIBILITY REQUIREMENTS 1

APPLICATION REQUIREMENTS 1

STUDENT RESPONSIBILITIES 2

FUNDING PROCESS 3

FUNDING ELIGIBILITY 5

LENGTH OF FUNDING TERMS/ELIGIBILITY 5

ACADEMIC GUIDELINES 5

APPEAL PROCEDURE..... 6

ADDITIONAL CONSIDERATIONS 7

STUDENT RELIEF PROGRAM (SRF)

MISSION

The Student Relief Fund program of the Oneida Nation seeks to provide adult members the ability to improve upon their education and job skills to find employment, locate better paying jobs or retain their current employment status.

INTRODUCTION

The Oneida Nation Student Relief Fund program is based off (BC Resolution 12-08-21-D).

Qualifying members may use the SRF program for their initial degree at any level, duplicate or lesser degrees, professional development and training through seminars, certifications and licenses, or other professional advancement classes or training. The education options must be offered through an accredited institution or professionally affiliated association.

The intent of the Student Relief Fund program is to provide “supplemental” educational grant monies. It is not intended to replace annual income or meet total personal/household expenses.

ELIGIBILITY REQUIREMENTS

1. Be an enrolled member of the Oneida Nation.
2. Be 18 years of age as on August 1, 2021.
3. Be accepted or enrolled in a class, certificate, diploma, training program or degree seeking program within the United States.

APPLICATION REQUIREMENTS

1. Submit a copy of an acceptance letter or enrollment document.
2. Complete the Student Relief Fund Application each academic Year (August to July).
3. Complete the Student Relief Fund Participant Acknowledgment and Agreement form each academic year.
4. Complete the Student Relief Fund Academic Plan each semester/term. Students must complete the Academic Plan that is provided in the Student Relief Fund application packet. A class schedule alone is NOT acceptable.

(All Student Relief fund applications/forms can be obtained on the Oneida Nation website www.oneida-nsn.gov/highered)

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 academic year students are required to complete the Student Relief Fund Application packet.
3. Students are expected to periodically check with the Oneida Higher Education Office regarding the status of their files.
4. Students are required to complete the number of credits or training endeavor within the semester, term or time frame for which the Student Relief Fund award was provided. This includes video and/or on-line courses. Failure to do so may result in suspension with the program.
5. Students must submit a copy of their official grades at the end of each semester or term to be considered for continued funding (*Refer to "Funding Process," "Copy of Official Transcripts" for clarification*).
6. Upon graduation or completion of a program/training, students are required to submit a copy of their final transcripts, certificate, license, diploma or degree.
7. 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, email, telephone number, a change in the number of college credits, etc.
8. It is the student's responsibility to ensure that all required documentation is received by the Higher Education office before their semester/term/quarter/training ends.

FUNDING PROCESS

1. Students who wish to be considered for the Student Relief Fund program are required to have the following documents completed and on file prior to the end of semester/term.

- **Student Relief Fund Application**
- **Student Relief Fund Academic Plan**
- **Student Relief Fund Participant Acknowledgment and Agreement Form**
- **Copy of admission, acceptance or enrollment document**
- **Financial Needs Analysis (FNA)** (*Oneida H.E. sends this form directly to the school or training center's financial aid office/ business office for book and tuition costs.*)
- **Copy of Official Transcripts** (*for continuing students only*). (*Official transcripts must come directly from the higher education institution (college/university/training center) to the Oneida Higher Education Office. Transcripts received from the student or "issued to the student" will not be accepted. Transcripts can be requested through a variety of options and the cost will vary per institution. It will be the student's responsibility to request the transcript and pay any applicable fees. Official transcripts can only be sent to the HE office via postal mail, rush service (e.g., FEDEX) or official e-transcripts through such services like eScript-safe, Parchment, Credentials Solution, National Clearinghouse, etc.*)

***If being mailed via U.S. Post office, please have the transcript mailed to:**

Oneida Higher Education
PO Box 365
Oneida, WI 54155

***If being delivered by a rush service such as FEDEX, please have transcripts delivered to:**

Oneida Higher Education
3759 W Mason Street
Suite 3
Oneida, WI 54155

***If your school utilizes a "third party" transcript service such as eScript-safe, Parchment, Credentials Solutions, National Student Clearinghouse, etc. – the official electronic transcript can be sent to:**

highered@oneidanation.org

We do not accept faxed transcripts.

Students attending non-grading endeavors such as conferences and training will be required to submit a certificate of attendance or completion.

2. Students who have all the required documents in their files will have their files 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.

3. An award letter listing the Student Relief Fund award amount(s) will be sent to the student and school/business/training center. *Emailed documents are our preferred method of delivery.*
4. Student Relief Fund program funding will be based on an August 1 to July 31 academic school year.
5. Students will be eligible for books, tuition and program specific tools/supplies.
6. A monthly stipend equivalent to \$1200 per month will be awarded for endeavors lasting longer than a month.
7. Self-paced programs with no set start and end date may not be eligible for the stipend.
8. The Student Relief Fund program can award up to \$20,000 per academic year for bachelor's degrees or less, \$25,000 for graduate degrees or \$30,000 for doctoral degrees as determined by the school's book and tuition costs and the Student Relief Fund program guidelines. Max limits will also take into account any academic year funding received via the regular Oneida Higher Education Grant.
9. Tuition will be sent directly to the school/business/training center. Book and stipend funds will be sent directly to the student. (Some schools request that book funds be sent to them, in these cases the book funds will be included in the tuition check to school)
10. Checks not cashed within the timeframe indicated on the check shall become void and not reissued.
11. Students qualifying for both the Student Relief fund program and the Oneida Higher Education Grant can not receive funding from both programs at the same time.
12. Students funded by the Oneida Higher Education Scholarship and meet the requirements of the scholarship will be required to continue using the Higher Education Scholarship.
13. If a student withdraws, any refund should be sent back to the Oneida Higher Education office and not the student.
14. A student may be entitled to reimbursement if the student paid for required tuition and books via self-pay or student loans. Students will be required to have a complete Student Relief Fund file, as well as, receipt of payment.
 - Deadline for all other endeavors is the last day of the endeavor student is applying for

IMPORTANT: Students are advised NOT to start school/classes/training until they receive the Student Relief Fund Award Letter. Students who choose to start prior to the receipt of the award letter are responsible for any incurred costs.

FUNDING ELIGIBILITY

1. Students currently suspended from the Oneida Higher Education Scholarship
2. Students who have maxed terms of funding with the Oneida Higher Education Scholarship
3. Students seeking degrees/training equal or lesser than their current degree
4. Students seeking degree related/non-degree related classes
5. Students seeking workshops/seminars/training to improve current job skills, to find employment, locate better paying jobs, retain current employment, gain new skills or freshen up skills to work outside the Nation or bring new skills to the Nation.
6. Students seeking their initial degree at any level

LENGTH OF FUNDING

Short term training such as certificates or conferences are limited to two per academic year

Students are required to submit a copy of their official transcripts at the end of each semester/term (*refer to "Funding Process," "Copy of Official Transcripts" for more details*).

Students attending non-grading endeavors such as conferences and training will be required to submit a certificate of attendance or completion.

ACADEMIC GUIDELINES

The following guidelines will be used to determine the continuation of funding under the Student Relief Fund Program.

- Recipients of the SRF Program are required to complete at least half of the credits funded.
- Recipients of the SRF Program taking one course are required to pass that course.
- Recipients of the SRF Program attending non-grade granting endeavors such as conferences, seminars or training are required to complete the endeavor.

Failure to meet the above requirements will result in suspension and declined eligibility for future Student Relief Fund requests.

Recipients can avoid suspension by repaying back 100% of the Student Relief Fund award for that time period.

APPEAL PROCEDURE

If an applicant is suspended from the Student Relief Fund 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 will be sent an appeal direction form that will need to be signed and returned to the Higher Education Office. The official appeal form can then be requested. 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 Manager: Oneida Nation, Attn: Higher Education Dept., P.O. Box 365, Oneida, WI 54155. The Manager 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 Manager, 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 Nation, Attn: Education & Training Area Managers Office, P.O. Box 365, Oneida, WI 54155. The Area Manager has (10) working days to respond in writing to the appeal.

ADDITIONAL CONSIDERATIONS

- Students utilizing the Student Relief Fund program to earn back credits for reinstatement with the Oneida Higher Education Grant program, must earn credits at the suspension level. For example, students suspended while being funded at the vocational or undergraduate level will need to earn back credits at that level with a 2.0 GPA. Master's level students will need to earn back credits at the master's degree level with a 3.0 GPA. Doctoral level students will need to earn back credits at the Doctoral level with a 3.0 GPA.
- Reinstatement credits must be earned at a school accredited by the US Department of Education. Hours and CEU's granted for seminars/ conferences/training will not be accepted.
- Students currently suspended with the Oneida Higher Education Scholarship are **strongly encouraged** to contact their school financial aid office to determine status of their account. Statuses such as default, unsatisfactory student academic progress (SAP), 150%, and unusual enrollment history can prevent eligibility for Title IV financial aid.
- Students applying for the Oneida Higher Education Scholarship must be eligible to apply for financial aid at their school to be eligible for the OHE Scholarship.

The Student Relief Fund program is contingent on funding availability and is scheduled to end December 31, 2022.

The Student Relief Fund Student Handbook is subject to change
Created April 25, 2022