



Title 10. General Welfare – Chapter 1005 Higher Education Grant

Rule #1 – Student Eligibility Requirements and Administration

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1.1 Purpose and Authority

1.1-1. *Purpose.* The purpose of this rule is to implement and operationalize the Higher Education Grant Program by defining the Higher Education Student File, specifying the funding period calculation, establishing funding tier caps, setting the application requirements and process, and detailing the appeals process, consistent with Chapter 1005.

1.1-2. *Authority.* The Oneida Higher Education Office is delegated rulemaking authority under 1005.4-2 of the Higher Education Grant law and shall promulgate rules in accordance with the Administrative Rulemaking law.

1.2. Adoption, Amendment and Repeal

1.2-1. This rule was adopted by the Higher Education Office in accordance with the Administrative Rulemaking law procedures.

1.2-2. This rule may be amended or repealed by the Higher Education Office and/or the Oneida Business Committee pursuant to the procedures set out in the Administrative Rulemaking law.

1.2-3. Should a provision of this rule or the application thereof to any person or circumstances be held as invalid, such invalidity shall not affect other provisions of this rule which are considered to have legal force without the invalid portions.

1.2-4. In the event of a conflict between a provision of this rule and a provision of another rule, internal policy, procedure, or other regulation; the provisions of this rule shall control.

1.2-5. This rule supersedes all prior rules, regulations, internal policies or other requirements relating to the Higher Education Grant.

1.3. Definitions

1.3-1. This section shall govern the definitions of words and phrases used within this rule. All words not defined herein shall be used in their ordinary and everyday sense.

- (a) “Academic Year” means August 1 through July 31, the Higher Education funding year used for calculating awards and caps.

- (b) “Accredited program” means any educational institution accredited by a federally approved accrediting agency. Lists may be found at [College Accreditation | U.S. Department of Education](#), [DAPIP | Homepage](#)
- (c) “Advisor” means any Oneida Higher Education employee whose job duties include collaboration with students to identify career aspirations and academic goals and provide information and answers questions related to college applications, financial aid counseling and career choices. “FAFSA” means Free Application for Federal Student Aid.
- (d) “Area Manager” means the Supervisor of Education & Training or anyone with responsibility of overseeing the Higher Education Office.
- (e) “Cap” means the maximum annual funding amount available per tier under Article V, subject to chapter 1005 credit limits.
- (f) “Eligible Student” means a student who meets all requirements in the Higher Education Grant law and this Rule.
- (g) “Financial Needs Analysis” (FNA) means the financial needs analysis form Oneida Higher Education sends directly to the school’s financial aid office for completion. The school’s financial aid office uses the appropriate FAFSA to complete our FNA.
- (h) “Free Application for Federal Student Aid” or “FAFSA” means the application which determines eligibility for any financial resources such as state and federal funding.
- (i) “Full-time/Part-time” have the meanings provided in 1005.3(e) and 1005.3(k).
- (j) “Probation” means a one-term status during which a student continues to receive funding while required to regain minimum GPA eligibility pursuant to 1005.5-1(f).

1.4. Application Requirements

1.4-1. *Annual Application Cycle*. Applications follow the August 1- July 31 academic year. Recommended target dates: April 15 (Fall), October 1 (Spring), May 1 (Summer).

1.4-2. FAFSA. Students carrying 6 or more credits must complete the FAFSA for the applicable year, per 1005.5-1(d) and program practice.

1.4-3. *Communication Method*. Award letters are transmitted to the student and the school’s financial aid office; email is preferred. Students are advised not to start classes until an award letter is issued.

1.4-4. *Required Documents*. Students who wish to be considered for the Oneida Higher Education Grant are required to have a completed Higher Education Student File on file prior to the end of the term. The Higher Education Student File requires:

- (a) Oneida Higher Education Application
- (b) Oneida Higher Education Academic Plan
- (c) Annual Participant Acknowledgment and Agreement
- (d) Copy of College Admission or Acceptance Letter
- (e) Financial Needs Analysis (FNA)
- (f) Copy of Official Transcripts (for continuing students only). Official Transcripts must comply with all of the following:
 - (1) Official Transcripts must come directly from the higher education institution to the Oneida Higher Education Office.

(2) Official Transcripts can only be sent to the Higher Education Office via postal mail, rush service (e.g. FEDEX), or official e-transcripts through such services as:

- (A) e-Script-safe
- (B) Parchment
- (C) Credential Solutions
- (D) National Clearinghouse, etc.

(3) Official Transcripts must be addressed as follows:

(A) If being mailed via U.S. Post Office:

Oneida Higher Education
P.O. Box 365
Oneida, WI 54155

(B) If being delivered by a rush service:

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

(C) If your school utilizes an official e-transcript service:

highered@oneidanation.org

1.4-5. *Applicant Contact*. Students must keep contact info current and notify the Oneida Higher Education Office of changes in school, credits, address, email, or phone.

1.5. Funding Periods, Eligibility & Tier Caps:

1.5-1. *Funding Period*. Awards are made within the Academic Year (August 1 to July 31).

1.5-2. *Eligibility & Progression*. Students must meet Chapter 1005 eligibility requirements, including membership, accredited program, Student File completion, FAFSA, degree progression, and GPA standards in 1005.5-1. Multiple or continuous degrees at the same level are prohibited, except that students may remain in their highest tier until the credit limit is reached.

1.5-3. *Credit Caps (Statutory)*. Maximum credit allowances per 1005.5-2: 90 (associate/certificate), 150 (undergraduate), 60 (graduate), 120 (doctoral). Students may remain in their highest tier until the credit limit is reached.

1.5-4. *Tier Funding Caps*. The following annual caps are established for the academic year and remain in effect until amended by rule:

- (a) Associate/Vocational/Certificate \$20,000
- (b) Undergraduate \$20,000
- (c) Graduate \$25,000
- (d) Doctoral \$30,000

These amounts reflect the current program practice and historic tiered funding schedule and are subject to available appropriation and rule amendment for future adjustments.

1.5-5. *Full-Time and Part-Time Funding*.

- (a) Full-time: tuition, fees, books, and room & board up to the cap.
- (b) Part-time: tuition, fees, and books up to the cap; may include room & board where financial need is demonstrated per 1005.5-5(c).
- (c) 1-5 credits: tuition, fees, books up to the cap.

1.5-6. *Cost of Attendance and FNA*. If the student's financial need exceeds the minimum package, the award may be increased up to the applicable tier cap based on the school's cost of attendance. Disbursement is sent directly to the school; schools' own release policies apply.

1.5-7. *Special Contexts*.

(a) Doctoral dissertation students deemed full-time by the institution's financial aid office may be considered full-time for funding purposes.

(b) Non-Title IV schools without standard budgets: tuition, fees, and required books only.

(c) The Juris Doctorate (JD) Degree will be considered as a Doctoral level degree.

1.6 Award Calculation, Disbursement & Ineligible Funding

1.6-1. *Award Calculation*. Awards are based on:

(a) Applicable tier cap

(b) Minimum award package under section 1005.5-5(b)

(c) FNA determined need under section 1005.5-5(c), not to exceed the tier cap.

1.6-2. *Disbursement*. Awards are paid to the institution; students must comply with institutional disbursement policies.

1.6-3. *Ineligible Funding*. The program will not fund: duplicate or lower degrees; students in default or on school financial aid suspension; retroactive requests after a term ends; workshops/seminars/CEUs to maintain a license.

1.7. Academic Performance & GPA Calculation

1.7-1. *GPA Requirements*. Minimum GPAs are as set forth in 1005.5-1(f).

1.7-2. *Calculating Grade Point Averages (GPA)*. Grades such as withdrawals, incompletes, audits, failing, or in-progress are treated as non-passing for GPA calculation purposes.

1.8. Probation

1.8-1. *Placement on Probation*. A student may be placed on probation if their term GPA falls:

(a) Below required GPA but within the probation range specified in 1005.5-4.

1.8-2. *Effect of Probation*. A student placed on probation by the Higher Education Office shall continue to be funded for a period of one (1) term during which a student is required to regain eligibility status which may be achieved during the probation period if the student sends verification of their grades at the end of the term to determine if they meet the program requirements.

1.9. Appeal Procedure

1.9-1. *Right to Appeal*. A student may appeal a grant decision within 30 calendar days of receipt, demonstrating that the Office failed to comply with Chapter 1005 or these Rules.

1.9-2. *Scope and Standard of Appeal*. A student may appeal only on the grounds that the Higher Education Office failed to comply with applicable law (Chapter 1005) or these Rules when issuing the grant decision.

(a) The appeal must specifically identify the alleged error, including:

(i) The provision of law or rule that was not followed; and

(ii) How the failure to comply materially affected the grant decision.

1. An error is material only when it constitutes a failure to comply with governing law or these Rules and had the capacity to affect the outcome of the grant decision.

(b) Appeals shall not be based on:

- (i) Newly submitted information that was not available at the time of the original decision;
- (ii) Disagreement with the Office's academic judgement or discretionary determinations; or
- (iii) General hardship, equity, or fairness arguments absent a demonstrated procedural or legal error.

(c) The burden of proof rests with the student to demonstrate, by a preponderance of the evidence, that the Office failed to comply with governing law or these Rules.

1.9-3. *Levels & Timelines.*

(a) Level 1 – Advisor Review: student submits appeal form and supporting documents; written response within 10 business days.

(b) Level 2 – Higher Education Manager: if denied at Level 1, student may appeal within 30 calendar days; written response within 10 business days.

1.9-4. *Record.* The Office shall maintain the appeal record and provide written decisions at each step.

1.10. Implementation, Review & Effective Date

1.10-1. *Implementation Materials.* The Office may issue forms, checklists, and SOPs to implement these rules (e.g., Application, Academic Plan, FNA request, Appeal form), provided such materials are consistent with these rules.

1.10-2. *Biennial Review.* The Office shall review these rules at least once every two (2) years after OBC adoption and recommend amendments as needed.

1.10-3. *Effective Date.* The effective date will be set by the Higher Education Office in the Summary report submitted for LOC certification and OBC adoption.

End.

Original effective date: July 8, 2026 (Certified by LOC on July 1, 2026)