



Tribal Vocational Subsidy (TVS) Policies & Agreement

(UMUT mini-scholarships)

REVISED JANUARY 2018

Designed to help the career growth and expertise of Native people at the Ute Mountain Ute Tribe, these vocational funds pay for post-secondary courses offered directly through the UMUT Higher Education Department plus associated costs of attendance. They mainly cover the costs of tuition and books but may occasionally include added support. Funds available now, however, may not be available later.

At this time, funds are drawn from federally-based grants that require specific career and technical content areas for students, and who meet certain financial aid criteria.

The Ute Mountain Vocational Education Subsidy is similar to the UMUT Higher Education Scholarship, and as such reflects its *Scholarship Policies and Procedures* manual related to Recipient Guidelines (clause VIII), the Fund Return Policy (clause IX), and Term of Support (clause X).

By agreeing to accept this aid from the Tribe and its offices, students are also agreeing to certain conditions that aim to protect the future of resources for tribal members. Specific expectations and limits are outlined below, but chief among them is this: ***you must finish what you start.*** Tribal leadership has mandated that all adult recipients of education funds be accountable for their enrollment and learning choices; students who use the vocational subsidy but fail to show commitment or persistence in their course/s may forfeit their option for financial aid later on.

The “Debit Rule”

The “debit rule” is invoked when a student has had his or her expenses covered but has not finished or passed the class—in effect, he or she “owes back” what was paid out. This includes tuition, fees, textbooks, tools/clothing, stipends, etc. Students who don’t follow the basic terms of the host institution and/or the policies of UMUT Higher Education (for example, too many absences from class) shall be removed from the roster by program staff. The student’s file at the Higher Education Department will then be noted with the “debit rule,” will itemize costs, and the student will be barred from further support or service in affiliate programs. (Please see the UMUT Scholarship Policies & Procedures clause IX, Fund Return Policy, for additional explanation).

Please note the following:

DROP: to “drop a course means you have ended your attendance in a course BEFORE the prescribed “Drop Deadline”—usually within the first week or two of a semester. At this phase,

enrollment costs may still be refunded to us and you may therefore avoid the “debit rule” penalty altogether. You will be notified of this key date during your registration and/or orientation.

Students who do NOT fulfill 80% of required attendance before the DROP date may be summarily dropped by UMLC administrators. This is to avoid (1) incurring the “debit rule” due to enrollment costs, and (2) a negative academic record which could impair your ability to obtain a Pell grant in the future.

WITHDRAWAL: to “withdraw” means that you have attended class for some of the term and have already passed the DROP deadline, but you are now leaving the course in order to avoid a D or F grade (which could harm your permanent academic record). Costs have been incurred at this phase, and the “debit rule” may be invoked and your eligibility for future assistance put on hold.

Students who experience extreme and unusual hardship during the course of study may be considered on a case-by-case basis for exemption or appeal. Typically, this is defined as an Emergency Leave of Absence at a college.

The grade-point-average (GPA) requirement for the TVS is 2.0 (C grade) or higher. Students who successfully complete courses are entitled to keep materials, tools, and books, as provided. Students who Drop or Withdraw from a course are required to return items in good condition or be charged accordingly.

Recipients of a Tribal Vocational Subsidy shall keep in good standing and eligibility by:

1. Completing UMUT Higher Education intake materials (including orientation) and any prerequisite tasks.
2. Completing the course or program of study for which they have enrolled with a ‘C’ grade or higher.
3. Communicating promptly to designated staff when problems arise that could interfere with the student’s learning.
4. Responding promptly to calls or emails from Learning Center staff or its school affiliates (teachers, etc.). *You are required to notify UMLC immediately of any change in your contact information.*
5. Meeting any necessary deadlines—e.g., dropping or adding classes, changing status, etc.—as defined by both the institution and the Ute Mountain Learning Center.
6. Meeting the Academic Codes of Conduct defined by host institutions.

TVS Termination:

Students may be terminated from TVS support, and the Debit Rule applied immediately, if any of the following occur:

- Students misuse purchases for unapproved purposes
- Students are found to be intoxicated, abusive, or otherwise unbalanced in their program performance
- Students commit fraud during their enrollment or duty performance, or bring discredit upon the program or UMUT agents
- Students fail to comply with program deadlines and communication rules

When a student is terminated from TVS support, the student is ineligible for further support for a period of 6 months. Arrangements made by the student to fulfill the Debit Rule “payback” in the

interim may regain eligibility. Following termination, students must re-apply to the host UMLC program to be reconsidered and be prepared to undergo additional conditions for aid or support.

Eligibility and Deadlines for Application:

Provided the applicant has completed all intake requirements with the Ute Mountain Learning Center, students are eligible to request the subsidy up to one (1) week prior to the start of classes. The Tribal Vocational Subsidy (TVS) is intended for short-term and/or part-time enrollments only; *tribal-member* applicants desiring support for full-time study are directed to apply for the Tribal Scholarship.

Funds are intended for Native Americans (with a CIB), 17 and older, who reside within the Ute Mountain Ute Tribal Reservation boundaries, in accordance with federal grant criteria.

Allocation of Subsidies:

TVS is a form of *supplemental assistance* dependent on grant funds external to the Tribe. As such, funds may be limited from one calendar year to another; restrictions for awards may change, etc. Beyond covering costs of matriculation (which are transacted directly with the school), “living stipends” and/or “emergency support” may be available. For such stipends, applicants will be screened and selected by the UMUT Higher Education administration in accordance with grant provisions, and notice of approval or denial will be conveyed to the student before entry to classes (usually by phone or email). Specific policies and protocols will be compiled in advance by each program to explain eligibility or conditions. The basis of stipend decisions rest on the applicant’s ability to complete the class, prior educational performance, economic need, and the applicant’s immediate employability as a result of coursework.

Currently through its grants, the Ute Mountain Learning Center pays for students’ tuition and books directly to the host college; if available, living stipends and/or childcare aid will be processed through the UMUT Finance Office in the form of cashier’s checks to the third-party vendor; *under no circumstances will cash be disbursed directly to a recipient.*

Appeals:

If a student is denied the subsidy or has become subject to the “debit rule” for non-compliance with the terms of TVS Policies, he or she may appeal the decision in writing within 30 days of the official notification. The statement should explain (a) why the student feels the decision may be incorrect; (b) provide actual evidence or documentation for his or her reasons; and (c) explain how the student will remedy his or her situation to meet TVS requirements. The written appeal should be directed to the Higher Education Director, by postal mail or email. A written response will be provided as soon as the appeal has been reviewed and processed.

UTE MOUNTAIN UTE TRIBE DEPARTMENT OF HIGHER EDUCATION

Applicant/Recipient Agreement to TRIBAL VOCATIONAL SUBSIDY POLICIES

I, _____, have read and agree to comply with the Policies of the Tribal Vocational Subsidy (TVS) program of the Ute Mountain Learning Center. I understand that the Ute Mountain Ute Tribal Education Division may refuse all funding for a recipient who violates any of the policies and procedures contained herein. I understand that if I fail to comply with these terms, I may be placed on probation, AND/OR my ability to participate in the program may be suspended, AND/OR my eligibility may be terminated, AND/OR I may be required to repay the funds that were paid to me or on my behalf.

Applicant Signature

Date

Signature of Parent/Guardian

Date