

**BLACKFEET HIGHER EDUCATION PROGRAM
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I. ELIGIBILITY

•Higher Education Grant Assistance

A student must meet all of the following criteria to qualify for Blackfeet Education Grant Assistance:

- 1). Be an enrolled member of the Blackfeet Tribe.
- 2). Actively pursuing an undergraduate degree.
- 3). Submit a completed application packet on time. (See application procedure.)

•Adult Vocational Training Grant Assistance

In accordance with the Code of Federal Regulations (25 CFR, 27.5) a Adult Vocational Training applicant must meet the following criteria. An applicant must be:

- 1). An enrolled member of a federally recognized tribe.
- 2). Between the ages of 18 and 35 years.
- 3). In need of training to obtain reasonable and satisfactory employment.
- 4). Willing to accept full time employment as soon as possible after completion of training.
- 5). Applying for the first time. If applying for repeat AVT services, applicant must be "unemployed, under employed, or unable to work in...primary occupation due to physical or other disabilities."
- 6). Submit a completed application packet on time.
(See application procedure.)

II. PRIORITIES FOR STUDENT FUNDING

•Higher Education

The Blackfeet Higher Education Committee will use the following criteria in the selection of Higher Education applicants, in order of priority:

- 1). Renewal of grants to BHEP students currently funded who are in good academic and financial aid standing and submitted application packet on time.
- 2). College seniors not currently funded who can graduate within the current academic year.
- 3). Two year degree graduates who make application to BHEP within one year of earning an associates degree.
- 4). High school seniors who make application to BHEP within one year of earning a high school diploma.
- 5). Applicant previously funded by BHEP who is in good academic and financial aid standing and submitted application packet in a timely manner.
- 6). Applicant who submits and completes application after the deadline(s) considered by BHEP as low priority in the application process. BHEP will not give this application high priority attention and will only consider this application for funding if resources are available.

•Adult Vocational Training

The Adult Vocational Training Program will adhere to the following priorities for funding students, in the order listed:

- 1). Blackfeet Tribal members residing on and near the Blackfeet Reservation.
- 2). Blackfeet Tribal members residing off the Blackfeet Reservation.
- 3). Members of other federally recognized tribes, as funding permits.
- 4). Second training grant applicants, as funding permits.

•**Definition of words or phrases used in BHEP Guidelines.**

Continuing Student - A student currently funded by BHEP and who plans to continue their studies.

Current student - A student currently funded by BHEP.

Former student - A student previously funded by BHEP who lost their BHEP funding opportunity and now trying to reestablish their BHEP funding to a current level.

New Student - A student submitting a BHEP application for the first time.

Supporting document - A document required by the BHEP application process and used to clarify a student's BHEP application

III. THE FINANCIAL AID PACKAGE

•**Federal Financial Aid Procedures**

All BHEP/AVT applicants must submit a FAFSA. This process will determine if an applicant is eligible for federal financial aid, including the PELL Grant. Blackfeet Higher Education and Adult Vocational Training Program awards are supplemental funding to any federal financial aid. BHEP recommends each student begin this process in a timely manner.

The FAF office will send a students' financial information and eligibility to the preferred school(s) identified by the student in the FAFSA application. BHEP encourages applicants to list all possible school choices at the time of a students' initial application to ensure this information arrives at the preferred school in a timely manner.

Once the FAF application process is complete, the applicant will receive a Student Aid Report (SAR). The student must return the SAR to your school of choice Financial Aid office as soon as possible. The Financial Aid office will then complete the FNA and return the form to BHEP.

Each student must take responsibility to ensure BHEP receives an Financial Needs Analysis before June 30 deadline. Further, BHEP will not accept an estimated Financial Needs Analysis.

•**Blackfeet Higher Education Grants**

Blackfeet Higher Education bases student award amounts on a student's unmet need reported by the financial aid officer. The maximum award for a student is \$2,500.00. The Blackfeet Higher Education Committee reserves the right to adjust the above funding scale. BHEP bases summer grant awards on funding availability.

BHEP will send student awards in payments to your school's Financial Aid Officer. The school will disbursement payments to the student in the following procedure: a). the annual award divided into equal amounts per school term, i.e. either quarter or semester; b). half of each quarterly or semester amount paid at the beginning of the term; c). the remaining half distributed to student either in equal monthly payments or at midterm, depending on your choice.

All of the above criteria apply equally to BHEP and AVT grant awards.

•**Adult Vocational Training Grants**

Occasionally, AVT curriculums will follow a twelve month calendar year rather than a nine month academic year. In that case, BHEP will award grants to accommodate the extra months. AVT students attending an uninterrupted twelve month (or more) course of study will not need to submit a summer application, only periodic reports.

IV. BHEP APPLICATION PROCEDURES

•HIGHER EDUCATION

•New Students

Applicant must submit a Blackfeet Higher Education application form accompanied by a personal letter to Blackfeet Higher Education office by March 2. Submit each of the following supporting documents to the Blackfeet Higher Education office as they become available and no later than June 30.

Blackfeet Higher Education requires all applicants seeking funding for the first time or attempting to reestablish discontinued funding from BHEP to:

- 1). Submit a BHEP application form by March 2.
- 2). Submit a personal letter/educational plan, a minimum 1 page to a maximum 3 pages in length, stating:
 - a. your career goal;
 - b. the personal and academic strengths you have to assist you in meeting your career goal;
 - c. college major you plan to pursue, including length of course study in years and institution(s) you plan to attend;
 - d. your ability (personal, academic, financial, etc.) to pursue this college major/career;
 - e. your desire to complete this program of study;
 - f. what you expect to gain by completing your program of study;
 - g. anything else you would like to communicate to the Higher Education Committee regarding your application.Submit this letter with your application by March 2.
- 3). Sign, date and submit release form. (Due March 2.)
- 4). Sign, date and submit certification and agreement form. (Due March 2.)
- 5). Submit official college transcripts, if you previously attended college. Also, if you are currently a student in college, submit an official transcript which includes Spring term of current academic year. BHEP will not accept fax copies of official transcripts. (Supporting document due June 30.)
- 6). Submit official High School or GED transcript. Also, if you are currently a high school student submit an official transcript, that includes your 8th term at the end of the school year. BHEP will not accept fax copies of official transcripts. (Supporting document due June 30.)
- 7). Submit a copy of your official admissions letter from the college or university you plan to attend. (Supporting document due June 30.)
- 8). Submit an official financial needs analysis. (BHEP will not accept an estimated needs analysis.) Obtain the financial needs analysis from your college financial aid officer after you submit the Federal financial aid form and the information is available to your school. (Supporting document due June 30.)
- 9). Submit a Certificate of degree of Indian blood (CIB) from the Blackfeet Tribal Enrollment office. (Supporting document due June 30.)

The responsibility to submit information to the BHEP on time rests with the applicant. Students must submit all supporting documents, or personally request in writing that documents already on file at BHEP be attached to your current application, no later than June 30.

•BHEP Continuing Students

Blackfeet Higher Education Program requires an applicant currently funded by Blackfeet Education Program and seeking continued funding for the next academic year to:

- 1). Submit a BHEP application form by March 2.
- 2). Submit a personal letter, a minimum 1 page to a maximum 3 pages in length, giving a progress report of your year in school, including any personal, academic or financial changes and concerns. Submit letter by March 2.
- 3). Sign, date and submit release form. (Due March 2.)
- 4). Sign, date and submit Certification and Agreement form. (Due March 2.)
- 5). Submit an official college transcript, which includes Spring term of current academic year. BHEP will not accept fax copies of official transcripts. (Supporting document due June 30.)
- 6). Submit an official financial needs analysis. (BHEP will not accept an estimated needs analysis.) Obtain the financial needs analysis from your local college financial aid officer and only after you file a federal financial aid request, or FAF Renewal for the upcoming academic year, preferably by March 1. (Supporting document due June 30.)
- 7). Students desiring to transfer to another institution must submit a copy of the admissions letter from the new college or university you plan to attend. (Supporting document due June 30.)

The responsibility to submit information to the BHEP on time rests with the applicant. Continued funding is dependent on a completed application, satisfactory academic progress and financial aid standing, and on availability of funds. Students must submit all supporting documents, no later than June 30.

•ADULT VOCATIONAL TRAINING

•New Students

Applicant must submit an Adult Vocational Training application form accompanied by a personal letter no later than March 2. Submit supporting documents to the Blackfeet Higher Education office as they become available and by June 30. Student seeking funding from Adult Vocational Training will submit each of the following items:

- 1). Submit an AVT application form by March 2.
- 2). Submit a personal letter/educational plan, a minimum 1 page to a maximum 3 pages in length, Submit this letter with your application form by March 2. In your letter state:
 - a. your career goal;
 - b. the personal and academic strengths you have to assist you in meeting your career goal;
 - c. course of study you plan to pursue, including length of course in years or months, and institution(s) you plan to attend;
 - d. your ability (personal, academic, financial, etc.) to pursue this training course or career;
 - e. your desire to complete this program of study;
 - f. what you expect to gain by completing your program of study;
 - g. anything else you would like to communicate to the Higher Education Committee regarding your application.Submit this letter with your application by March 2.
- 3.)Sign, date and submit release form. (Due March 2.)
- 4). Sign, date and submit certification and agreement form. (Due March 2.)
- 5). Submit official college transcripts, if you previously attended college. Also, if you are currently a student in college, submit an official transcript which includes Spring term of current academic year. BHEP will not accept fax copies of official transcripts. (Supporting document due June 30.)
- 6). Submit an official High School or GED transcript. Also, if you are currently a high school student submit an official transcript that includes the 8th term at the end of the school year. BHEP will not accept fax copies of official transcripts. (Supporting document due June 30.)
- 7). Submit a copy of your official admissions letter from the school you plan to attend. (Supporting document due June 30.)
- 8). Submit an official financial needs analysis. (BHEP will not accept an estimated needs analysis.) Obtain the financial needs analysis from your college financial aid officer after you submit the Federal financial aid form and the information is available to your school. (Supporting document due June 30.)
- 9). Submit a Certificate of degree of Indian blood (CIB).(Supporting document due June 30.)
- 10). Submit a copy of marriage license if you will claim your spouse as financially dependent for purposes of AVT financial aid. (Supporting document due June 30.)
- 11). Submit a copy of birth certificate(s) for student and all family members you claim as financially dependent on you. (Supporting document due June 30.)
- 12). Submit a copy of military discharge papers, if applicable. (Supporting document due June 30.)

The responsibility to submit the above information to the BHEP on time rests with the applicant.

•AVT Continuing Students

Blackfeet Higher Education Program requires an applicant currently funded by Blackfeet Adult Vocational Training Program and seeking continued funding for the next academic year to:

- 1). Submit a completed application form by March 2.
- 2). Submit a personal letter, a minimum of 1 page to a maximum 3 pages in length, giving a progress report of your year in school, including any personal, academic or financial changes and concerns. Submit letter by March 2.
- 3). Sign, date and submit the release form. (Due March 2.)
- 4). Sign, date and submit the certification and agreement form. (Due March 2.)
- 5). Submit an official college transcript, including Spring term of current academic year. BHEP will not accept fax copies of official transcripts. (Supporting document due June 30.)
- 6). Submit an official financial needs analysis. (BHEP will not accept an estimated needs analysis.) Obtain the financial needs analysis from your local college financial aid officer and only after you file a federal financial aid request application, or FAF Renewal for the upcoming academic year, preferably by March 1. (Supporting document due June 30.)
- 7). Students desiring to transfer to another institution must submit a copy of the admissions letter from the new school you plan to attend. (Supporting document due June 30.)

The responsibility to submit the above information to the BHEP on time rests with the applicant. Continuing funding is dependent on a completed application, satisfactory academic progress and financial aid standing, and on availability of funds. Students must submit all supporting documents, or personally request in writing that documents already on file a BHEP be attached to your current application, no later than June 30.

•SUMMER TERM PRIORITIES AND PROCEDURES

•Higher Education

Summer funding is contingent on the availability of funds. Priorities for Higher Education summer funding are:

- 1). Seniors who need summer credit to graduate within one calendar year (except 16th quarter or 11th semester students).
- 2). Students who need classes or internships offered only during summer term in order to graduate on time.

Applicant must submit a Blackfeet Higher Education summer application by April 1. Application procedures for summer funding are as follows:

- 1). Submit a separate application specifically and only for summer funding. (April 1.)
- 2). Submit a personal letter, a minimum 1 page to a maximum 3 pages in length, stating: why you need a summer educational grant; specify courses needed; length of summer courses (first session, second session or full summer session); and desire to complete program. (April 1)
- 3). Sign, date and submit release form. (April 1)
- 4). Sign, date and submit certification and agreement form. (April 1)
- 5). Submit an official college transcript(s) if you previously attended college. Also if you are currently a student in college submit an official college transcript which includes latest academic term. BHEP will not accept fax copies of official transcripts. (April 1)
- *6). Submit an official High School or GED transcript. If you are currently a High School student submit an official transcript. BHEP will not accept fax copies of official transcripts. (April 1)
- 7). Submit a copy of your official admissions letter from the college or university you plan to attend. (April 1)
- 8). Submit a Financial needs analysis. Obtain financial needs analysis from the local college financial aid office. (April 1)
- *9). Submit a certificate of degree of Indian blood from the Blackfeet Tribal Enrollment office. (April 1)

*Students must submit all supporting documents, or personally request in writing, documents already on file at BHEP be attached to your current application; by April 1.

•Adult Vocational Training Students

If you are a continuing AVT student currently enrolled in a course that includes a summer term and/or continuous 12 month training, you will not need to reapply for summer funding.

AVT requires new students beginning a training course during the summer term to:

- 1). Submit an application form by April 1.
- 2). Submit a personal letter/educational plan, a minimum 1 page to a maximum 3 pages in length, stating:
 - a. your career goal;
 - b. the personal and academic strengths you have to assist you in meeting your career goal;
 - c. course of study you plan to pursue, including length of course in years or months, and institution(s) you plan to attend;
 - d. your ability (personal, academic, financial, etc.) to pursue this training course or career;
 - e. your desire to complete this program of study;
 - f. what you expect to gain by completing your program of study;
 - g. anything else you would like to communicate to the Higher Education Committee regarding your application.Submit this letter with your application form by April 1.
- 3). Sign, date and submit release form. (April 1)
- 4). Sign, date and submit certification and agreement form. (April 1)
- 5). Submit an official college transcript(s) if you previously attended college. Also if you are currently a student in college submit an official college transcript which includes latest academic term. BHEP will not accept fax copies of official transcripts. (April 1)
- *6). Submit an official High School or GED transcript. If you are currently a High School student submit an official transcript. BHEP will not accept fax copies of official transcripts. (April 1)
- *7). Submit a copy of your official admissions letter from the college or university you plan to attend. (April 1)
- 8). Submit a Financial needs analysis. Obtain financial needs analysis from the local college financial aid office. (April 1)
- *9). Submit a certificate of degree of Indian blood. (April 1)
- 10). Submit a copy of your marriage license if you will claim your spouse as financially dependent for purposes of AVT funding. (April 1)
- 11). Submit a copy of birth certificate(s) for student and all family members you claim as financially dependent on you. (April 1)
- 12). Submit a copy of military discharge papers, if applicable. (April 1)

*Students must submit all supporting documents, or personally request in writing for BHEP to attach documents already in the Higher Education office file to your current application; by April 1.

V. STUDENT REQUIREMENTS

• **Minimum High School Standard**

Blackfeet Higher Education Program recommends those students who have not achieved a minimum high school 2.25 cumulative grade point average to attend the Blackfeet Community College or the nearest local community college.

• **Minimum Requirements for Acceptable Scholastic Standing**

BHEP expects students pursuing a Bachelors degree to finish their curriculum in four years. BHEP expects students pursuing a Associates degree to finish their curriculum in two years. BHEP expects students pursuing a Certificate to finish their curriculum within specify by school.

• **Semester Requirements**

Semester students will earn the minimum amount of 12 credits for the term. BHEP recommends semester students to take more credits per term to graduate within a four year time period. Semester students will earn a minimum a 2.00 GPA for the term. BHEP recommends students to earn a higher GPA to lessen the time in obtaining an AA, BA degree or Certificate.

- 1). A Freshman, is a student who has 0–30 Semester credits, will earn a minimum of 12 credits per term and 2.00 GPA. BHEP recommends a Freshman to earn 15 credits and a 2.00 GPA for the term.
- 2). A Sophomore, is a student who has 31-60 Semester credits, will earn a minimum of 12 credits per term and 2.00 GPA. BHEP recommends a Sophomore to earn 13 credits and a 2.20 GPA for the term.
- 3). A Junior, is a student a student who has 61-90 Semester credits, will earn a minimum of 12 credits per term and 2.00 GPA. BHEP recommends a Junior to earn 14 credits and a 2.40 GPA for the term.
- 4). A Senior, is a student who has 91-120 Semester credits will earn a minimum of 12 credits per term and 2.00 GPA. BHEP recommends Seniors to earn 15 credits and a 2.60 GPA for the term.

• **Quarter Requirements**

Quarter students will earn the minimum amount of 12 credits for the term. BHEP recommends Quarter students to take more credits per term to graduate within a four year time period. Quarter students will earn a minimum a 2.00 GPA for the term. BHEP recommends students to earn a higher GPA to lessen the time in obtaining an AA, BA degree or Certificate.

- 1). A Freshman, is a student who has 0–45 Quarter credits, will earn a minimum of 12 credits per term and 2.00 GPA. BHEP recommends a Freshman to earn 15 credits for the term.
- 2). A Sophomore, is a student who has 46-90 Quarter credits, will earn a minimum of 13 credits per term and 2.00 GPA. BHEP recommends a Sophomore to earn 15 credits and a 2.20 GPA for the term.
- 3). A Junior, is a student who has 91-135 Quarter credits, will earn a minimum of 14 credits per term and 2.40 GPA. BHEP recommends a Junior to earn 15 credits and a 2.40 GPA for the term.
- 4). A Senior, is a student who has 136-180 Semester credits, will earn a minimum of 15 credits per term and 2.60 GPA. BHEP recommends a Senior to earn 15 credits and a 2.60 GPA for the term.

•Certificate Requirements

Trade School students must meet a minimum 85% of the attendance requirements established by school. In addition Trade School students must pass 75% of courses in the program curriculum.

•Grade Reports/Transcripts

The Blackfeet Higher Education Administration reviews each students' Grade Reports or Transcripts at the end of each term to determine satisfactory progress toward educational goals. When BHEP determines student "grade point average and earned credits" satisfactorily meet the minimum requirements, administration will recommend distribution of student funding for the next term. BHEP will contact student's school and release funds to the student.

Students must submit their grades to Blackfeet Higher Education program within 10 days following the end of each quarter or semester term. BHEP will suspend student funding if grades are not submitted within time.

•Probation and Suspension

The Blackfeet Higher Education Committee and programs envisions all students receiving AVT/BHEP funding to work to their best abilities, seek out counseling and assistance from college staff, and complete their educational plan in the shortest possible amount of time.

Students must earn the minimum requirements outlined in these guidelines. BHEP will place students' funding on probation, or suspension status, if the student does not earn the minimum academic or financial aid requirement.

A student who does not earn the minimum amount of credits, for the category, the term or cumulative will receive probation status. Students' funding will continue into the next term only after the student receives counseling from the BHEP. Further, a student who does not earn the minimum standard of credits in the next term and while on probation, will immediately forfeit BHEP funding.

A student who does not earn the minimum grade point average, for the category, the term or cumulative will receive probation status. Students' funding will continue into the next term only after the student receives counseling from the BHEP. Further, a student who does not earn the minimum grade point average in the next term and while on probation, will immediately forfeit BHEP funding.

To regain BHEP funding, a student must use their own means and resources to bring deficiency up to minimum standard or above. Student can reapply for BHEP financial assistance in next funding cycle.

A student who loses school funding due to academic or financial suspension from the institution in which currently enrolled will not be eligible for BHEP funds until the institution reinstates their financial aid.

•Withdrawing From School

Any student who withdraws from school before the end of the quarter or semester must notify the BHEP office before withdrawing from school. The student will submit to BHEP, within 10 days of withdrawing from school, local college or university paperwork stating reason(s) for withdrawal. Failure to notify BHEP before withdrawing and to submit approved paperwork within time line will result in suspension of future funding.

A student who withdraws during an academic term is responsible for returning any unused or refunded funds to Blackfeet Higher Education office.

•Maximum Scholarship Term for Higher Education

A student is to graduate in the shortest possible time. Students must remember the academic requirements for graduation are different for each college or university depending on college major. Students will have a total maximum of 10 semesters, 15 quarters or a combination of quarters and semesters equaling five academic years funding from the Blackfeet Higher Education Program to complete a Bachelor's degree. This includes any funding received while attending a two year institution. BHEP will allow a student pursuing an Associate degree 5 semesters or 8 quarters or a combination of quarters and semesters equaling 2.5 academic years funding from the Blackfeet Higher Education Program to complete a Associate degree.

Total years of funding will include quarters or semesters funded while program administered by Bureau of Indian Affairs.

•Maximum Scholarship Term for Adult Vocational Training

Individuals may receive up to 24 months of full time training, except that Registered Nursing students may receive up to 36 months of training. BHEP may allow up to two funded repeat services for a client. AVT considers repeat applicants as a lower priority for funding than first time applicants. Time spent on the job training counts toward BHEP eligibility.

Five (5) years is the maximum allowable funding eligibility for any combination of Higher Education or Adult Vocational Training from the Blackfeet Higher Education Program.

•Extended Leave of Absence from School

A student in good academic and financial standing who elects to interrupt schooling for one year to pursue a worthwhile cause, like cooperative education experience, work or studying abroad can request in writing an extended time out from school. The student must notify the Blackfeet Higher Education Program by March 1 and then submit an application by March 1 of the following year for consideration in next funding cycle.

•Transfers

Funding will remain the same if a student begins school then transfers to another college or university during the academic year. A transferring student must procure a new revised Financial Needs Analysis from the Financial Aid office at the transfer school and submit signed form to BHEP office. BHEP will not process student payment until documentation is in BHEP office.

•Repayment (Default)

Any student receiving funds and failing to enroll in school must reimburse BHEP before receiving any future program assistance. Any student withdrawing from school without documented reason, voluntarily or involuntarily, before the school's refund period expires, must reimburse the Program before receiving any future assistance.

BHEP will use the Blackfeet Tribal Court to enforce collection procedures and the Federal judicial system for cases involving fraud.

•Attending Out of State or Private Institutions

Students attending out of state or private institution can expect to pay the difference in cost between the out of state or private institution and the instate cost.

•VI. STUDENT RIGHTS

•Payment Options

Students can choose between the following two options on payment disbursement:

1. Student receives one half of BHEP term award at registration and then receives the balance of the grant on a monthly basis.
2. Student receives one half of BHEP term award at registration and then receives the balance of the grant at mid term.

BHEP sends the student award to the local college or university Financial Aid Office in the name of the student. The institution will disburse monthly checks on the first day of each month or the Monday following the first, if the first is on a weekend date. The institution will disburse mid term payments on college mid term date.

BHEP will consider early release of midterm or monthly funding only if an emergency exists. Student must submit a written request to the Higher Education Office for approval.

•Appeals

A student may appeal decisions made by the Director, AVT Counselor or the Blackfeet Higher Education Committee to award or deny financial aid. Students may also appeal for reinstatement of good standing status as a student.

The student may appeal in writing to the BHEP Director or AVT Counselor, as appropriate, within ten (10) working days from date of the disapproval for funding or letter of infraction. Student must cite reason for appeal, addressing the specific cause for denial; or state why there was no infraction of student guidelines.

The Director or AVT Counselor and student will meet within 10 working days on receipt of student appeal to address the concern and find a remedy for the concern. If the concern cannot be rectified at this level, then the concern will move to the next level, the Blackfeet Higher Education Committee for a final decision.

The BHEP Director shall call a meeting of Higher Education Committee within 10 working days of the Director or AVT Counselor /student meeting to rule on the appeal. BHEP will inform the grieving student of the BHEC meeting. The grieving student may or may not attend the meeting in person. The BHEC shall rule on the decision and make recommendation to the BHEP Director, who informs the student in writing.

All decisions by the Blackfeet Higher Education Committee are final.

VII. BHEP RESPONSIBILITIES

•Payment Process

BHEP staff will adhere to a consistent student payment schedule or to otherwise notify students, either directly or through their Financial Aid Officer, of dates of expected grant payments.

•Time Lines

BHEP will conduct the application and selection process within the time lines of these Guidelines. The staff will inform student applicants of any changes or variations in the time line. The Higher Education Committee will review completed applications as soon as possible after the final June 30 deadline. Students will receive award and denial notifications no later than July 31 each year for the upcoming Fall terms.

•Counseling

BHEP staff will inform students as fully as possible in response to questions and requests for information or clarification. Each applicant must receive a copy of the BHEP/AVT Guidelines in its' entirety. BHEP will refer students to other potential funding sources, if available and advise regarding available options in order for student to formulate and meet academic and/or training goals.

•Record–Keeping

BHEP will maintain all student application documentation, written requests, supplemental materials, outgoing and incoming communication in student files. BHEP will maintain a daily visitors and telephone log of calls to the office which includes a date of receipt.

•Confidentiality

BHEP/AVT staff will maintain strict confidentiality of student records. Each student must have in their file a signed Release of Information form. Application or award information cannot be discussed with family members, including parents and spouses, without specific written permission of the applicant or student.

•VIII. HIGHER EDUCATION COMMITTEE

•Membership and Responsibilities

The Blackfeet Higher Education Committee is a five member committee composed of members of the Blackfeet Tribe. The Blackfeet Tribal Business Council, with assistance from the Higher Education Program Director, selects the committee members. HEC has one representative from each of these districts Heart Butte, Old Agency, Seville and two members represent the Browning area. The Committee members serve staggered terms, with each member serving a five year term; one member being replaced each year. The annual expired position advertised each Spring for application from the appropriate district and selected by May.

•Blackfeet Higher Education Committee

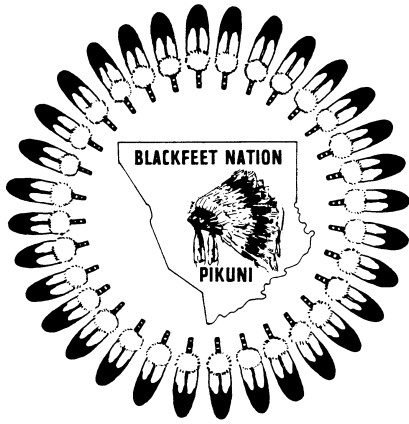
Old Agency - Ms. Lisa Wells Term Expires 2009
Browning - Ms. Marshalene Last Star Term Expires 2010
Seville - Vacant Term Expires 2011
Heart Butte - Ms. Christie Horn Term Expires 2012
Browning - Mr. Dan Racine Term Expires 2013

The Blackfeet Higher Education Committee will review the qualified student applications on a annual basis and selects applicants for funding. The HEC then makes their recommendations to the Director for implementation. The Committee is also the final forum for BHEP grievances/appeals.

This Committee will provide advise and guidance in formulation of policy on education pertaining to the Blackfeet Tribe.

•Guideline Revision

The BHEP administration will review these guidelines on a periodic basis to keep policy current and responsive to student need. These reviews will seek contributions from students, community and professional staff. Blackfeet Higher Education Committee will approve guidelines or revisions to guidelines and BTBC will give final endorsement and adoption.



Blackfeet Higher Education Program
 P.O. Box 850
 Browning, Montana 59417
 406-338-7539
 406-338-7529 FAX
 bhiep@3rivers.net

GRANT APPLICATION
Adult Vocational Training/Higher Education Grant Application

Applying to attend school: Semester: Fall 20__ Spring 20__ Summer 20__
 Quarter: Fall 20__ Winter 20__ Spring 20__ Summer 20__

SUMMER TERM STUDENTS MUST APPLY ON SEPARATE APPLICATION

Name _____
 Last First Middle Maiden Email Address

Address _____ City State Zip Telephone Number

Social Security Number _____ Tribal Enrollment Number _____

Date of Birth _____ Sex: ___ Male ___ Female Veteran: ___ Yes ___ No

Marital Status: ___ Married ___ Divorced ___ Separated ___ Single

Number of Dependents _____ Age of dependents _____

High School/GED _____
 Name Address Graduation/Certificate date

College/School Class: ___ Freshman ___ Sophomore ___ Junior ___ Senior

College/School to attend _____
 Name Address

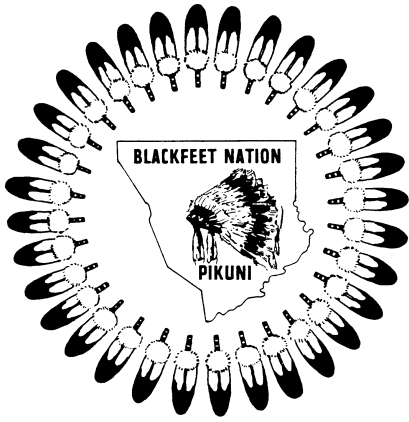
Major _____ Year to graduate _____

College/School last attended _____
 Name Address

Have you received a previous Higher Education or a AVT grant? ___ Yes ___ No
 If Yes, list Institution(s) attended and year(s) _____

Have you completed and submitted your Financial Aid Application?: ___ Yes ___ No

I am applying for ___ Higher Education, ___ AVT or, ___ Tribal Assistance
Answer all items completely. BHEP will not use incomplete applications in selection process.



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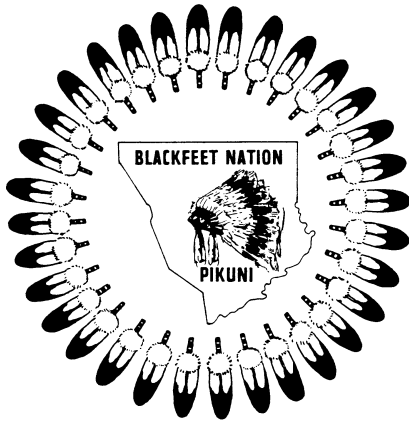
**ADULT VOCATIONAL TRAINING/HIGHER EDUCATION
CERTIFICATION AND AGREEMENT**

I certify that I have read the Blackfeet Adult Vocational Training and Higher Education Guidelines and fully understand the rules and regulations as outlined in the document. I further understand that I must adhere to the rules and regulations of the Blackfeet Higher Education Program as outlined in the guidelines. My signature represents my agreement to abide by these rules and regulations. If it is determined that I did not abide by the rules and regulations, I agree to forfeit my award and any future payments for this current academic year.

Signature

Social Security Number

Date



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**ADULT VOCATIONAL TRAINING/HIGHER EDUCATION
RELEASE FORM**

To Whom It May Concern,

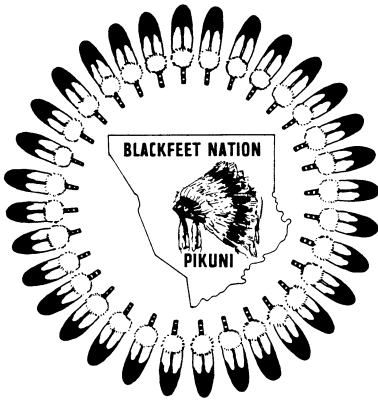
I, hereby authorize the release of information to the Blackfeet Higher Education Program, of any academic and financial information for a period commencing on this date, through thirty days following the end of the current academic year.

If I choose to revoke this authorization before the end of this period, I shall notify you in writing of such circumstances.

Signature

Social Security Number

Date



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**ADULT VOCATIONAL TRAINING/HIGHER EDUCATION
 NEEDS ANALYSIS**

I. To Be Completed by the Student:

Name _____ Social Security Number _____

Home Address _____
 Street or P.O. Box City State Zip

Year in College _____ Major _____

II. To Be Completed by Financial Aid Office :

| Expenses | Personal Resources | Other Resources |
|----------------------|-------------------------|-----------------------|
| Tuition/Fees _____ | Personal _____ | PELL _____ |
| Room/Board _____ | Parent _____ | SEOG _____ |
| Books/Supplies _____ | Veteran's Benefit _____ | SSIG _____ |
| Transportation _____ | Social Security _____ | CWS _____ |
| Personal _____ | VocRehab _____ | Perkins Loan _____ |
| Child Care _____ | Other _____ | State (Indian) _____ |
| Other _____ | Other _____ | Other _____ |
| Total Expenses _____ | | Total Resources _____ |

Student Unmet need or Recommended Tribal Grant Amount
 (Expenses minus Resources) _____

Higher Education grant will cover expenses for the period:

_____ To _____ Beginning on _____
 Month Year Month Year

Financial Aid Officer _____ Date _____ Telephone _____

Name of Institution _____ Address _____ Zip _____

Our school is on: Semester _____ Quarter _____ Other _____

BHEP will not use an estimated needs analysis in the selection process.