



## Pueblo de Cochiti Higher Education Program Guidelines

The Pueblo de Cochiti Higher Education Program Scholarship is available to all Pueblo de Cochiti eligible students who are pursuing a college degree (AA, AS, BA). For students to be considered for the Higher Education Program Scholarship, you must first apply for other sources of funding including Federal Aid (Pell, SEOG, SSIG, etc.). Higher Education funds are appropriated by Congress to supplement other financial aid resources, they cannot cover all college-related expenses.

### Eligibility Requirements for the Higher Education

#### Scholarship

The following must be met by all applicants before being considered for a scholarship from the Pueblo de Cochiti Higher Education Program.

#### **1. Pueblo de Cochiti Tribal Member**

- Applicants must be at least  $\frac{1}{4}$  or more Cochiti blood and are a verified enrolled member of Pueblo de Cochiti as determined by Tribal Council.
- First Priority will be given to enrolled Pueblo de Cochiti tribal members who have permanent residence on or near the reservation, within a 75-mile radius.
- Second Priority will be given to enrolled Pueblo de Cochiti tribal members who live outside the 75-mile radius.

#### **2. Funded Degrees**

- Funding will be provided for the period of time required by the student to complete their first undergraduate Degree (associate, bachelors).

#### **3. Maximum Funded Terms**

The maximum number of terms that a student will be funded in accordance to proposed federal regulations, are as follows:

- 2-year program – 6 semesters or 9 trimesters
- 4-year program – 10 semesters or 15 trimesters
- Students may request funding for ONE full-time summer term, if it will enable the student to graduate within a 12-month period. Summer attendance counts as one term of total eligibility.

**The Higher Education Program is governed by the Pueblo de Cochiti Tribal Council and appointed members of the Higher Education Committee. The Higher Education Committee and Tribal Council have the authority to set guidelines, bi-laws, policies, and procedures. The Higher Education Committee will review and act upon all applications once completed and submitted.**

## Applying for the Higher Education Scholarship

Please submit the following items to be considered for the Higher Education Scholarship to the Pueblo de Cochiti Department of Education c/o Higher Education Program (see above address).

### **1. Pueblo de Cochiti Higher Education Application**

Complete the entire application, please do not leave any spaces blank. If you have any questions about a specific area, please contact the Education Director. Incomplete applications will not be accepted. If your address or phone number should change at any time, please notify the Education Director via email at [Syreeta.Arquero@cochiti.org](mailto:Syreeta.Arquero@cochiti.org).

#### ○ **New Students**

- Students requesting assistance from Pueblo de Cochiti for the first time.
- Students who have not applied for the PdC Higher Education Program Scholarship for two or more terms, must submit all New Student Application documents (except for the CIB, high school transcripts)
- Applications must be returned by the posted deadlines, in order to be considered for funding.

#### ○ **Continuing Students**

- Continuing students funded without interruption (other than summer) complete the Continuing Student Application.
- A Continuing Student Application is required EVERY term in order to confirm your address, phone number, email address, marital status and degree plans.

### **2. Certificate of Indian Blood (CIB) – new students**

You must be  $\frac{1}{4}$  Cochiti blood and enrolled under the Pueblo de Cochiti Census to be eligible. Students must submit a Pueblo de Cochiti Certificate of Indian Blood, as verification of tribal enrollment. Contact the Pueblo de Cochiti Tribal Enrollment Clerk for a copy of your CIB.

### **3. Statement of Privacy – new students**

Please read this document carefully and sign.

### **4. High School Transcripts or GED Certificate – new students**

An official copy of your High School transcripts will need to be submitted. Students can request an official copy of their high school transcripts to be submitted to the Higher Education Program, before the deadline dates.

### **5. Letter of Admission – new students or transfer students**

Provide a copy of your admission letter from the college/university you will be attending.

### **6. Student Aid Report (SAR) – new students**

Once you complete your FASFA, make a copy of your SAR to be submitted to the Higher Education Program.

### **7. Personal Statement – new students**

Your personal statement should be a one-page typed document, that indicates your personal and professional goals and any information you feel pertinent to the program. Please be sure to include your name and the date.

## 8. Letter of Recommendation – new students

Letters of recommendation can be from your academic counselor, a teacher, employer, etc. Letters of recommendations written by friends or relatives will not be accepted.

## 9. Financial Needs Analysis (FNA) – all students

Using the Pueblo de Cochiti FNA form, students will complete the top portion of the form and have their financial aid officer complete the rest of the form. Once your financial aid office receives your Student Aid Report (SAR) they will determine your remaining financial need. This form will need to be returned to the Pueblo de Cochiti's Higher Education Program Office, before the deadline date. It is the student's responsibility to follow up with your financial aid office to make sure they submitted your FNA by the deadline date. FNA's can be mailed or scanned and emailed to [Syreeta.Arquero@cochiti.org](mailto:Syreeta.Arquero@cochiti.org)

## 10. Semester Class Schedule – all students

A class schedule must be submitted with each semester application.

## 11. Semester Grades – continuing students

Grades will need to be submitted each semester, to determine if the student is still eligible for funding. Official grade report card will need to be submitted, to include the number of hours accomplished/completed and semester GPA.

## 12. College Transcripts – if applicable

Students who have attended a college, university and/or vocational/technical school are required to submit an Official transcript from each previously attended institution, once. Transcripts will need to be submitted directly from the institution to the Pueblo de Cochiti Higher Education Program.

## Deadlines

Please submit all required documents by the deadline dates outlined below. No exceptions will be made for missing documents, all deadline dates are strictly adhered to.

- **Fall**
  - Application – June 15<sup>th</sup>
  - Supporting Documents – August 1<sup>st</sup>
  
- **Spring**
  - Application – November 15<sup>th</sup>
  - Supporting Documents – January 8<sup>th</sup>
  
- **Summer (Seniors Only)**
  - Application – March 1<sup>st</sup>
  - Supporting Documents – April 30<sup>th</sup>

Completed applications will be considered for funding immediately following each deadline. Applications received after the deadline date will not be considered for that term.

It is the applicant's responsibility to follow-up on and/or request the items needed to complete the application packet; it is not the responsibility of the Pueblo de Cochiti Higher Education Program Staff.

## **Additional Pueblo de Cochiti Higher Education Scholarship Information**

### **1. Grant Amounts**

- Once a student chooses a college/university, the Financial Aid Office will prepare a Financial Needs Analysis, based on the expected college-related expenses (tuition, books, room and board, etc.) minus the expected resources available (PELL, SEOG, SSIG, etc.).
  - All students are required to apply for other types of scholarships and/or grants.
- The Pueblo de Cochiti Higher Education awards are based on a student's "unmet need" pending the availability of funds. The unmet need is only a suggested amount, there is possibility that you will not receive the full amount of "unmet need".
  - Students who receive a "zero" unmet need from their college or university are not eligible for funding through the Pueblo de Cochiti Higher Education Program.
  - Childcare expenses will not be included in the calculation of a student's unmet need.
  - After Pueblo de Cochiti grant award is made, requests for additional funding due to change of residence, marital status, additional dependents or other resources will not be considered during that term.
- Each student will be funded no more than a maximum amount of \$6,000.00 per school year. The remaining amount of "unmet need" will be the responsibility of the student.

### **2. Summer School**

- Funding will be considered only for seniors requiring summer school for graduation eligibility. Funding will only cover the cost of tuition, fees, books and supplies. A letter from your academic advisor will be required, when applying during the summer term.

### **3. Housing**

- The room/board allowance will not exceed the budget amount as determined by the institution.
- All freshman students are required to live on campus unless:
  - Living with parents
  - Married
  - 21 years of age or older
  - Campus housing is unavailable (must be documented)
  - Single with dependent child(ren)

### **4. Repayment**

- Each semester students who receive funding agrees to sign a legal contract stating the student will pay back all funds awarded by Pueblo de Cochiti Higher Education Program, if the student withdrawals completely during the academic term.
- The student must contact the Higher Education Program office prior to withdrawing and state the reasons for the withdrawal. Special considerations will be given for certain circumstances.

### **5. Motor Vehicles**

- Funding CANNOT be used to finance or maintain a personal motor vehicle. Cost of insurance and other transportation related expenses are the sole responsibility of the student.

## 6. Funding Withheld

- Funding may be withheld for several reasons, including the following:
  - Applicants file is incomplete (no needs analysis, CIB, transcripts, etc.)  
Missing an on-campus scheduled visit with Pueblo de Cochiti Education Manager without justification
  - Failure to attend Summer Orientation (when applicable)
  - Failure to send an official copy of your grades
  - Failure to send an Official Transcript when requested (transcripts may be requested each semester at the Program Manager's discretion)
  - Failure to obtain and submit mid-term grades, if requested to do so.
  - Any other reason which is determined to show non-compliance according to the Pueblo de Cochiti Higher Education Program Guidelines

## 7. Withdraws

- Students are discouraged from withdrawing except under the most extenuating circumstances and only after the Pueblo de Cochiti Education Manager has been notified and consulted.
- The student is responsible for charges owed to the school if the student withdraws.
- A student dropping even one credit hour below the required minimum must first contact the Higher Education Manager.
- However, if the student adds then drops classes (or vice versa), but maintains the same number of credits; this does not require notification to the Higher Education Manager.

## 8. Probation

- The Pueblo de Cochiti Higher Education Office will place each student on a probation for the following reasons:
  - Low semester GPA, below a 2.0
  - Completing less than 12 credit hours
- Any student being placed on probation must seek tutoring services
- A student placed on probation can still be funded for the following term.
  - Student must raise their GPA to a 2.0 or above and have completed 12 credit hours or more

## 9. Suspension

- A student on probation who does not adequately raise their GPA during their probation semester and complete 12 credit hours or more will be suspended from the Pueblo de Cochiti Higher Education Program.
- A student placed on probation for two or more terms, repeatedly, will be suspended from the Pueblo de Cochiti Higher Education Program.
- **Reinstatement will be based on the following:**
  - The suspended student must attend one (1) term on his/her own resources
  - The suspended student must also successfully complete that term as a full-time student (12 credit hours or more with a GPA of 2.0 or above)

## 10. Grievance

1. Definition: Dissatisfaction with one or more aspects of the Pueblo de Cochiti Higher Education Program by student(s), parent(s), community members or Tribal representative. Any of the above (or a named representative) may file a grievance. The grievant shall be free from discrimination, coercion, or reprisal. The Pueblo de Cochiti Higher Education Office shall make every effort to resolve grievances in an efficient and expeditious manner.
  - Valid reasons to be considered in approving appeals may include, but not limited to:
    - Hardships caused by death in the immediate family
    - Major student illness and other personal or family emergencies
2. Higher Education Manager: will make every effort to resolve all issues at this level and provide written notification within five (5) working days upon receipt of the written request of the grievant.
  - a. **Grievant:** will make his/her dissatisfaction known, in writing, to the Higher Education Manager within ten (10) working days of the postmarked, of the disapproved award notification.
    - An appeal letter will be provided by the grievant to help clarify the grievance.
  - b. **Higher Education Manager:** will make every effort to solve all issues at this level and provide written notification within five (5) working days upon receipt of a written request of the grievant.
    - If dissatisfied with the decision of the coordinator, the appellant may appeal directly to the Higher Education Committee in writing within (10) working days after the Manager's decision is postmarked.
  - c. **Higher Education Committee:** The Higher Education Committee shall, within, five (5) working days upon receipt of the appeal, discuss the grievance with the grievant, Manager and other persons as deemed necessary by the Higher Education Committee.
    - The Manager will provide all relevant information to the Committee for consideration.
    - In addition to submitting the written request the student is encouraged to have an oral hearing before the Higher Education Committee.
    - After the hearing, the committee will provide its written decision to the student within five (5) working days.
  - d. **Grievance Committee:** If the grievant wishes to appeal the decision of the Higher Education Committee, grievant must submit a written request to the Governor of Pueblo de Cochiti requesting review by the Governor and Grievance Committee within ten (10) working days after the decision by the Higher Education was postmarked.

The Pueblo de Cochiti Governor and the Grievance Committee will hear the appeal; a final decision will be rendered in writing within five (5) working days of the Grievance Committee's action.
3. Grievance Committee has the right to consider reinstatement if the student has been reinstated by the institution.
4. **The Decision of the Grievance Committee is Final**