



SUSANVILLE INDIAN RANCHERIA

HIGHER EDUCATION SCHOLARSHIP PROGRAM

ORDINANCE NO. 2014-001 Amendment 9

Section 1. Policy.

This Ordinance is adopted by the Tribal Business Council (TBC), pursuant to its authority granted under the Tribe's Constitution, for the purpose of addressing higher education scholarship applications submitted to the Susanville Indian Rancheria (SIR). The SIR shall reserve funds on an annual basis for the purpose of providing higher education funds to tribal members.

All higher education applications MUST be reviewed by the Higher Education Committee (HEC). The Tribal Business Council will not review or approve higher education scholarship applications that have been appealed by the applicant.

Section 2. Purpose.

The Susanville Indian Rancheria Tribal Business Council recognizes the importance for its members to pursue their post-secondary education. The Higher Education Scholarship Program aids tribal members with financial assistance and provides an opportunity to obtain an Associate, Bachelor's, Post-Bachelor's Credential, Master's, and/or a Doctoral degree.

Section 3. Scope.

This ordinance will apply to tribal members seeking higher education funds from the SIR.

Section 4. Definitions.

For the purposes of this Ordinance, the following definitions shall apply:

- 4.1 **Appeal.** All decisions of the Higher Education Committee are final and cannot be appealed.

- 4.2 **Applicant / Student.** An enrolled member of the Susanville Indian Rancheria.
- 4.3 **Higher Education Committee.** The Higher Education Committee shall be formed to review all higher education applications and shall consist of at least one Tribal Business Council member, the Tribal Administrator, and the Tribal Enrollment Coordinator.
- 4.4 **Scholarship Default.** The scholarship debt of a suspended student (the amount owed due to the student not fulfilling the requirements of the Higher Education Ordinance for the term that was funded) will go into default once the deadline has passed to prevent forfeiture of the student's annual distribution. Once a higher education scholarship debt is in default, the outstanding balance will be considered a debt owed to the tribe and must be repaid in full before the student is eligible for additional funding from the tribe.
- 4.5 **Scholarship Suspension.** A student who fails to comply with the terms stated in the Higher Education Ordinance will be placed on scholarship suspension and will owe the tribe the amount owed due to the student not fulfilling the requirements of the Higher Education Ordinance for the term that was funded. The student will have the opportunity to attend one term at their own expense in order to remove their suspension and rescind their scholarship debt. The student on a scholarship suspension is not eligible for scholarship awards and may be required to pay back their higher education scholarship debt.

Section 5. Susanville Indian Rancheria Scholarship.

- 5.1 All applicants must be an enrolled member of the SIR
- 5.2 Applicants must have received their High School Diploma or General Equivalency Diploma (GED).
- 5.3 Applicants must submit a complete Higher Education Scholarship Application to the Tribal Office by the required timelines. An incomplete or late application will result in denial of the scholarship application.
- 5.4 It is the applicant's responsibility to ensure that their complete application is received within the required timeline (see Section 9 for timeline requirements and Section 13 for required documents).

- 5.5 The Higher Education Committee will convene within two (2) weeks of receipt of a complete application to review SIR Scholarship applications. Awards will be subject to the availability of tribal funding.
- 5.6 The applicant should not rely solely on the Tribe's scholarship as their only means of financial assistance and must apply for Free Application for Federal Student Aid (FAFSA) to qualify for an SIR higher education scholarship.
- 5.7 It shall be the applicant's sole responsibility to keep the Higher Education Committee updated on changes of address, phone, and other contact information to ensure timely and accurate receipt of correspondence.

Section 6. Eligibility Requirements for Undergraduate Students.

- 6.1 Any college or university the applicant is applying to attend must be accredited by a nationally recognized accrediting agency or be an institution whose credits are accepted on transfer by not fewer than three institutions that are accredited by a nationally recognized accrediting agency.
- 6.2 Must be enrolled in a minimum of six (6) units per semester/quarter to be eligible for funding.
- 6.3 Six (6) to eleven (11) units will constitute part-time status for those students attending classes at a community college or university.
- 6.4 Twelve (12) or more units will constitute full-time status for those students attending classes at a community college or university.

Section 7. Eligibility Requirements for Graduate Students.

- 7.1 Must have received their Bachelor's degree in a field that meets the requirements for the Graduate Program.
- 7.2 The university or graduate program must be accredited by a nationally recognized accrediting agency.
- 7.3 Must be enrolled in a minimum of four point five (4.5) units per term to be eligible for funding.

- 7.4 Four point five (4.5) to eight (8) units will constitute part-time status for students attending classes at a university or graduate program.
- 7.5 Nine (9) or more units will constitute full-time status for students attending classes at a university or graduate program.
- 7.6 Must maintain a GPA of 3.0 for the term that was funded as a Graduate Student.

Section 8. Eligibility Requirements for Credential Students.

- 8.1 Must have received their Bachelor's degree in a field that meets the requirements for the Graduate Program.
- 8.2 Any university the applicant is applying to attend must be accredited by a nationally recognized accrediting agency.
- 8.3 Credential students are considered undergraduates for financial aid purposes and must be enrolled in 12 units to achieve full-time status. Full-time status is required, unless a written waiver is received from the school.
- 8.4 Students are eligible to receive aid for one consecutive 12-month period only.
- 8.5 Must maintain a GPA of 3.0 for the term that was funded as a Credential Student.

Section 9. SIR Application Submittal Timeline Requirements.

- 9.1 The Higher Education Scholarship Application form and the Pay Back Agreement form must be submitted to the Tribal Office **no later than** on or before the first day of class for the term being applied for. If supporting documents (such as your grade report) are not available to you until after the deadline, you must submit the two forms (Higher Education Scholarship Application form and the Pay Back Agreement form) by the deadline and the late documents must be submitted once they become available.
- 9.2 Once a scholarship has been awarded, continuing students must reapply for scholarships prior to each additional term.

- 9.3 Should a scholarship be awarded, any changes to your class enrollment must be sent to the Higher Education Committee as soon as possible.
- 9.4 Any application received after the deadline will not be considered for funding and a notice of denial will be sent to the applicant.
- 9.5 The Higher Education Committee shall convene within two (2) weeks of receipt of a complete application to review scholarship applications and determine scholarship awards. Approved scholarships will be sent to the Fiscal Department for processing. Once issued, the Fiscal Department will return the check to the Tribal Office for mailing the next working day. All checks will be mailed to the address listed on the Higher Education Scholarship application unless arrangements are made for pick-up at the Tribal Office.

Section 10. SIR Scholarship Award Determination.

- 10.1 Full-time enrollment in a Community College (two-year degree): \$1,250 per Semester / \$833.33 per Trimester / \$625 per Quarter. A maximum of \$2,500 will be allowed per academic year for each community college student in full-time attendance. This will be divided into 2, 3, or 4 payments depending on the institution and terms available to the student. The student will be required to submit the number of terms they are planning to attend that year in their initial application in the fall.
- 10.2 Part-time enrollment in a Community College (two-year degree): \$625 per Semester / \$416.66 per Trimester / \$312.50 per Quarter. A maximum of \$1,250 will be allowed per academic year for each community college student in part-time attendance. This will be divided into 2, 3, or 4 payments depending on the institution and terms available to the student. The student will be required to submit the number of terms they are planning to attend that year in their initial application in the fall.
- 10.3 Full-time enrollment in a University (four-year degree): \$3,125 per Semester / \$2,083.33 per Trimester / \$1,562.50 per Quarter. A maximum of \$6,250 will be allowed per academic year for each University student in full-time attendance. This will be divided into 2, 3, or 4 payments depending on the institution and terms available to the student. The student will be required to submit the number of terms

they are planning to attend that year in their initial application in the fall.

10.4 Part-time enrollment in a University (four-year degree): \$1,562.50 per Semester / \$1,041.66 per Trimester / \$781.25 per Quarter. A maximum of \$3,125 will be allowed per academic year for each University student in part-time attendance. This will be divided into 2, 3, or 4 payments depending on the institution and terms available to the student. The student will be required to submit the number of terms they are planning to attend that year in their initial application in the fall.

10.5 Pro-rated status: the amount for graduate students enrolled in less than 4.5 units is based on the number of enrolled units as follows.

	<u>Semester Units</u>	<u>Quarter Units</u>
4 units	\$1,388.89	\$694.44
3 units	\$1,041.67	\$520.83
2 units	\$694.44	\$347.22
1 unit	\$347.22	\$173.61

Section 11. SIR Scholarship Award Limitations.

11.1 Those students who are attending a Junior/Community College to obtain their Associate Degree or are working towards completing their prerequisites in order to transfer to a University level, shall be eligible for scholarships for a maximum of 72 semester units or 108 quarter units.

11.2 Those students who are attending a University or other four (4)-year program to obtain their Bachelor's Degree shall be eligible for scholarships for a maximum of 144 semester units or 216 quarter units.

11.3 Those students who have obtained their Bachelor's Degree and are working towards a Master's Degree, shall be eligible to apply for scholarships for additional units beyond that of the Bachelor's Degree as long as the student provides a complete outline of their degree program requirements, such as a degree audit report showing the program requirements or a signed letter from their graduate advisory committee, or equivalent, as to the progress and expected timeline for completion.

- 11.4 Those students who have obtained their Bachelor’s Degree and are working towards a Doctoral Degree, shall be eligible to apply for scholarships for additional units beyond that of the Bachelor’s / Master’s Degree as long as the student provides a complete outline of their degree program requirements, such as a degree audit report showing the program requirements or a signed letter from their graduate advisory committee, or equivalent, as to the progress and expected timeline for completion.
- 11.5 Those students who have obtained their Bachelor’s Degree and are working towards a Credential program shall be eligible for scholarships for a maximum of a 12-month consecutive period as long as the student provides a complete outline of their credentialing program requirements and expected timeline for completion.
- 11.6 All classes taken MUST be aligned with the student's degree path. You will not be funded for classes that are not required to earn your degree. You will not receive funding for any class you have already taken or one that you have withdrawn from. Credit hours for duplicate or withdrawn classes will not count towards the total credit hours for the term.
- 11.7 You are required to maintain the number of units needed for full-time (12 units) or part-time (6 units) status for which you are funded as an undergraduate student or full-time (9 units) or part-time (4.5 units) as a graduate student. If you do not maintain the required number of units for which you were funded, you may receive a reduced amount the next term, or you may not receive any funding because you do not meet part-time status, or you may be placed on scholarship suspension and have to pay back the amount you were funded. (See Pay Back Agreement)

Section 12. SIR Graduate Incentive Program.

- 12.1 Each eligible college graduate shall receive the following graduation incentive:

Graduation with an AA / AS Degree	\$ 500
Graduation with a BA / BS Degree	\$1,000
Graduation with a Master's Degree	\$1,500
Graduation with a Doctoral Degree	\$2,000

- 12.2 The Graduate Incentive is not automatically awarded upon graduation. Students must submit a Graduate Incentive Program Application along with a copy of their diploma.
- 12.3 Applications for the graduate incentive must be received within one year from their graduation date.
- 12.4 Only one graduate incentive award will be granted for each type of degree.

Section 13. Required Application Documents.

- 13.1 **HIGHER EDUCATION SCHOLARSHIP APPLICATION.** A complete and signed SIR Higher Education Scholarship Application.
- 13.2 **PAY BACK AGREEMENT.** A signed SIR Higher Education Scholarship Pay Back Agreement.
- 13.3 **PROOF OF HIGH SCHOOL DIPLOMA OR EQUIVALENT.** A copy of your High School Diploma or General Equivalency Diploma (GED). The student is only required to submit this document with the first application.
- 13.4 **PROOF OF ENROLLMENT.** A copy of your class registration, enrollment, and/or schedule showing the classes in which you are enrolled and the number of units you are taking.
- 13.5 **DEGREE REQUIREMENTS or DEGREE AUDIT REPORT.** A copy of the requirements for your degree that must be completed to earn your degree. The Higher Education Committee will use this document to verify your classes are eligible for funding. The student is only required to submit this document with the first application unless there has been a change in the student's requirements, degree, and/or school, etc. A Degree Audit Report (or equivalent) may be requested if your classes are not listed in the degree requirements or more details are needed.
- 13.6 **TRANSCRIPT.** A copy of the student's transcript or grade report from the most recent term (for returning students only). Unofficial transcripts are acceptable.

- 13.7 **FINANCIAL AID DOCUMENT.** A copy of a Financial Aid Award letter from the institution that the student will be attending or your current FAFSA Submission Summary Report.
- 13.8 All documents mentioned in this section can be emailed, faxed, mailed, or delivered to the Tribal Office. If emailed, send documents as attached PDF or image files. Do not send hyperlinks by email. Call the Tribal Office for contact information.

Section 14. Conditions for Continued Scholarship Funding.

- 14.1 A student will be placed on scholarship suspension and will not receive any further funding if a student:
- a). Does not meet a minimum academic standard of a 2.0 GPA for undergraduate scholarships or 3.0 GPA for graduate scholarships in the term for which they were awarded a scholarship.
 - b) Fails to receive the minimum number of units for the scholarship amount they were awarded: Undergraduates =12 units for full-time student status and 6 units for part-time student status; graduates = 9 units for full-time student status and 4.5 units for part-time student status.
 - c) Fails to uphold social conduct within the policies and rules of the institution attended.
 - d) Fails to use the scholarship award for the intended purpose and/or the student is dismissed from school.
- 14.2 A student who has been placed on scholarship suspension will be notified, in writing, by the Higher Education Committee.
- 14.3 Once a student has been placed on scholarship suspension, the student may attend one term at their own expense in order to lift the scholarship suspension. If the student fails to lift the scholarship suspension, the student may be required to pay back the amount of the scholarship (see the Pay Back Policy for specifics). No scholarship shall be awarded to students who are on scholarship suspension.

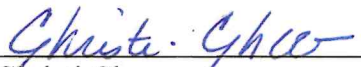
- 14.4 If the student fails to lift the scholarship suspension by the deadline to prevent the forfeiture of the student's annual distribution, the student will be placed on scholarship default. No scholarship shall be awarded to students who are in default with the SIR Higher Education Scholarship Program.


This Ordinance shall be effective from the date of its approval by the Tribal Business Council.

CERTIFICATION

We hereby certify that the Susanville Indian Rancheria Higher Education Ordinance was adopted by the Susanville Indian Rancheria Tribal Business Council at a duly called meeting held on July 15, 2025, with a vote of 5 for, 0 against, 0 abstaining.

ATTEST;


Christi Choo
Secretary/Treasurer


Arian Hart
Tribal Chairman

SIR HIGHER EDUCATION SCHOLARSHIP APPLICATION

All information requested is voluntary; however, failure to fully complete all applicable parts may delay or prevent the processing of your application.

Name: _____ Email Address: _____

Address: _____ Telephone No.: _____

City/State/Zip: _____

Date of Birth: _____ Sex: _____ Marital Status: Single Married Divorced

No. of Dependents: _____ Veteran: Yes No State of Residency: _____

Tribal Affiliation: _____ Enrollment No.: _____

Name and Address of High School: _____

_____ Graduation Date: _____

Date of High School Equivalency or GED (if applicable): _____

Type of Diploma: High School High School Equivalency GED Certificate

Application Request for Academic Year 20__ to 20__ Spring Summer Fall Winter

Full-time Part-time

Semester (2 terms/academic yr)

Trimester (3 terms/academic yr)

Number of Units: _____

Quarter (4 terms/academic yr)

Name and Address of College or University Selected: _____

College Major: _____

Expected Graduation Date: _____

Expected Degree: AA AS BA BS Other: _____

Year in College: Freshman Sophomore Junior Senior Post Graduate

I will live: On-campus Off-campus With Parents

Have you received an educational grant before? Yes No If yes, when? _____

Number of semester/quarter hours (units) earned: _____

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SIR HIGHER EDUCATION SCHOLARSHIP APPLICATION

STATEMENT OF EDUCATION PURPOSE: I declare that I will use any funds I receive under the Susanville Indian Rancheria Higher/Post Graduate Education Grant/ Scholarship Program solely for expenses connected with attendance at:

Name of College or University

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974. Although furnishing personal information to the Susanville Indian Rancheria tribal office is voluntary, failure to supply complete and accurate information may preclude the applicant from eligibility for assistance under this program.

This information is being collected to determine the eligibility of individuals applying for services. This information will be used to produce statistical records required of the Susanville Indian Rancheria. Response to this request is required to obtain a benefit.

I hereby certify that the above information on this form is true and correct to the best of my knowledge and consent to the release of this information to necessary agencies to complete my financial aid package. If my higher education scholarship application is approved, I request any scholarship money awarded be mailed to me at the address listed on this SIR higher education scholarship form (unless I have provided an updated address before the award is mailed and then I request that the award be mailed to the new address). I will provide a copy of my grades or transcripts to the Susanville Indian Rancheria tribal office at the end of each term.

Signature of Student _____ Date: _____



**Susanville Indian Rancheria
Higher Education Scholarship
Pay Back Policy Agreement**

Upon the submission and subsequent approval of an SIR Higher Education Scholarship Request, the recipient of the award hereby agrees to the following terms and conditions:

1. If the student fails to comply with the term as specified in the Higher Education Ordinance governing the SIR Higher Education Scholarship Program, the student will be required to pay back the amount of the scholarship for that term.
2. Conditions requiring a “pay back” are the following (one or more of the following will require pay back):
 - ✓ Failure to receive the minimum number of units for the scholarship amount they were awarded (12 units for full-time undergraduate student status or 9 units for full-time graduate student status and 6 units for part-time undergraduate student status or 4.5 units for part-time graduate student status).
 - ✓ GPA remains below 2.0 for two semesters/quarters in which an undergraduate scholarship was awarded or a 3.0 for two semesters/quarters in which a graduate scholarship was awarded.
 - ✓ If the student fails to use the scholarship funds for the intended purpose and/or the student is expelled or dismissed from the school.
3. The student agrees to pay back the award amount through payment to the tribe’s Fiscal Department. The student further agrees and understands that if the award amount is not paid in full at the time that the Annual Distribution is given out, the outstanding balance will be considered a debt owed to the tribe and the student will not be eligible to receive the Annual Distribution.

By my signature below, I am stating that I have read and fully understand the SIR Higher Education Scholarship Pay Back Policy Agreement and agree to the terms and conditions set forth.

Print Name

Student Signature

Date

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SUSANVILLE INDIAN RANCHERIA GRADUATE INCENTIVE PROGRAM APPLICATION

Do not submit this form until after you earn your degree

A photocopy of your degree **MUST** be submitted with this application.

Application must be submitted within one year from your date of graduation

The SIR graduation incentive may only be awarded once per degree type

All information requested is voluntary; however, failure to fully complete all applicable parts may delay or prevent the processing of your application.

Name: _____ Email Address: _____

Address: _____ City/State/Zip: _____

Telephone Number: _____ Cell Phone Number: _____

Date of Birth: _____ Sex: _____ Marital Status: Single Married Divorced

No. of Dependents: _____ Veteran: Yes No State of Residency: _____

Tribal Affiliation: _____ Enrollment No.: _____

Graduate Incentive Requested

- AA / AS Degree \$ 500
- BA / BS Degree \$1,000
- Master's Degree \$1,500
- Doctoral Degree \$2,000

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974. Although furnishing personal information to the Susanville Indian Rancheria Higher Education Committee is voluntary, failure to supply complete and accurate information may preclude the applicant from eligibility for benefits under this program.

This information is being collected to determine the eligibility of individuals applying for services. This information will be used to produce statistical records required of the Susanville Indian Rancheria. Response to this request is required to obtain a benefit.

I hereby certify that the above information on this form is true and correct to the best of my knowledge and consent to the release of this information to necessary agencies to complete my application to receive an SIR Graduate Incentive. I request any award be mailed to me at the address listed on this Graduate Incentive Program Application form (unless I have provided an updated address before the award is mailed to me and then I request that the award be mailed to that address). My signature below indicates that I have read and understand the terms of the Graduate Incentive Program and agree to the terms and conditions set forth.

Signature of Graduate _____ Date _____