

Grand Traverse Band of Ottawa and Chippewa Indians

Higher Education and Adult Vocational Training Scholarship Guidelines



Approved by the Grand Traverse Band Tribal Council on September 16, 2009
(Revised on March 13, 2017, May 18, 2022)

Purpose

The Education Department of the Grand Traverse Band of Ottawa and Chippewa Indians provides the Higher Education Scholarship Program for GTB tribal members living and attending Michigan public schools, or a Michigan accredited training facility. Higher Education scholarships are awarded for undergraduate and graduate course work based on a number of credits students complete in a semester/term while attending an accredited post-secondary institution of higher learning. Adult Vocational Training scholarships are awarded for training while attending a Michigan, technical school, training facility and/or at an accredited or state license learning facility.

APPLICATION PROCESS

Students must submit the following documentation to have a **complete** application.

1. **Higher Education ~ Adult Vocational Training ~ Scholarship Application**, each new academic year
 - *Student must provide an e-mail address that is checked regularly.*
2. **Michigan Indian Tuition Waiver Application**, if applicable
 - *HE – Note program residency requirement.*
3. **Michigan Driver's License or State of Michigan Identification**, copy of
4. **Grand Traverse Band Tribal Identification**, copy of
 - *Dated October 2003 or later, or Certification of Enrollment letter from Membership Office.*
5. **Social Security Card**, copy of
6. **Education Plan or Program Contract**
 - *HE - Plan must show number of credits needed to attain degree as described in the course catalogue.*
 - *AVT – Contract must show payment expectations, timeframes as described in the program catalogue.*
7. **School-produced Class Schedule**, each new semester
 - *Must show student name, school name, class names, and number of credits.*
8. **Official or Unofficial Transcript**, must contain G.P.A.
 - *HE - Must be submitted within four weeks of the end of semester/term to receive scholarship.*
 - *HE - Official transcript must be submitted at least once per year.*
 - *AVT – Must submit monthly progress reports with number of hours completed.*
9. **Account Summary / Student Billing**
 - *Must be submitted within four weeks of the end of semester/term to receive scholarship.*
10. **Significant Life Event**

A life event is a major disturbance, something that changes your plans or interrupts some event or process of continuing the educational plan. Please do not disclose any HIPAA and/or protected classes of Title 6, Civil Rights Act of 1964. Sensitive information will be redacted. Provide a letter if requesting a significant life event.

BOOKS & NON-TUITION FEES

After student submits a complete application, they may request to receive a Letter of Authorization, an advance, meant to assist with the cost of books and non-tuition fees. If school does not accept LOA's, the program will reimburse the student for required books and non-tuition fees if original receipts are submitted. The advance amount from the books and fees will be deducted from the student's overall scholarship and they will receive the difference at the end of the semester.

PAYMENT PROCESS

- Official or Unofficial Transcripts and Account Summary must be received **within 4 weeks** of the end of the semester/term in order to receive a scholarship. If student does not submit their transcript, the amount expended from the advance will be deducted from a future scholarship. If a student receives an advance and does not complete; they will be ineligible for a future advance until repayment is made.
- Students will receive a scholarship for only those classes they have successfully completed for credit and are part of

their degree requirement.

- Tribal Member employees who are completing training for the purpose of obtaining skills and or certification as a condition of employment or obtaining additional skills to improve skills related to their position, and they are receiving paid work release to attend or complete the training and or certification shall be ineligible for any programs offered by the Education Department. There will be no duplication of payment.

PAYMENT GUIDELINES

Higher Education: Scholarships will be awarded based on the number of credits taken, up to a **maximum of 12 credits per semester/term** for college and university undergraduates and up to a **maximum of 6 credits per semester/term for graduate students**.

- College Undergraduates - \$200 per credit hour for semesters and \$150 per credit hour for terms, maximum of \$7,200 per year (three semesters). Program will pay up to 12 credits above the required credits needed to attain degree.
- University Undergraduates - \$250 per credit hour, maximum of \$9,000 per year (three semesters). Program will pay up to 12 credits above the required credits needed to attain degree.
- Graduate Students - \$600 per credit hour, maximum of \$10,800 per year (three semesters). Program will pay up to 6 credits above the required credits needed to attain degree.
 - PhD All But Dissertation (ABD) students that continue their dissertation may receive 3 credits every six months (\$600 x 3 credits) up to 3 years to complete. Documentation from the advisor/president will be needed every six months on the progress of the dissertation.
- The Program will not pay for more than two associate degrees, one bachelor's degree, one master's degree, and one doctorate degree.
 - Program may assist with an additional bachelor's degree if the student has a new disability which prevents them from utilizing their first bachelor's degree for employment purposes, or if there is a documented economic downturn in which the student cannot utilize their first bachelor's degree for employment purposes.

Program will pay for the fall, winter/spring, and summer semester/term however; Program will not award a summer scholarship unless one of the following criteria is met, documentation is provided, and scholarship funding is still available:

- The class is offered only in the summer semester/term.
- The class is part of an Accelerated program.
- It is the last class, last semester/term the student needs before they graduate.

All students must be degree seeking.

Program will not pay for repeated classes.

Program will not assist High School/College dual-enrolled students.

Colleges and Universities must be a Michigan public school.

Program will not fund any miscellaneous classes that fall outside the students' approved course of study.

- This rule applies to the Associate, Bachelor, and Master level students, although an educational advisor at the Master level may, by special request, advise that a student need an undergraduate class to complete their course of study.

Adult Vocational Training: Scholarships are available for GTB tribal members age 18 and older, for the purpose of Adult Vocational Training, Licensing, and State Board fees at a Michigan accredited technical school or training facility. Adult Vocational Training students must be able to complete their programs within three years at an accredited or state license learning facility.

Adult Vocational Training scholarships are awarded by clock hours. Thirty clock hours of attendance are equal to one credit hour.

- Adult Vocational Training - Licensing Fees, Certifications, and State Board Fees. Up to \$500 per calendar year.
- Adult Vocational Training Students - \$.50 per clock hour, maximum of \$7,200 per year.

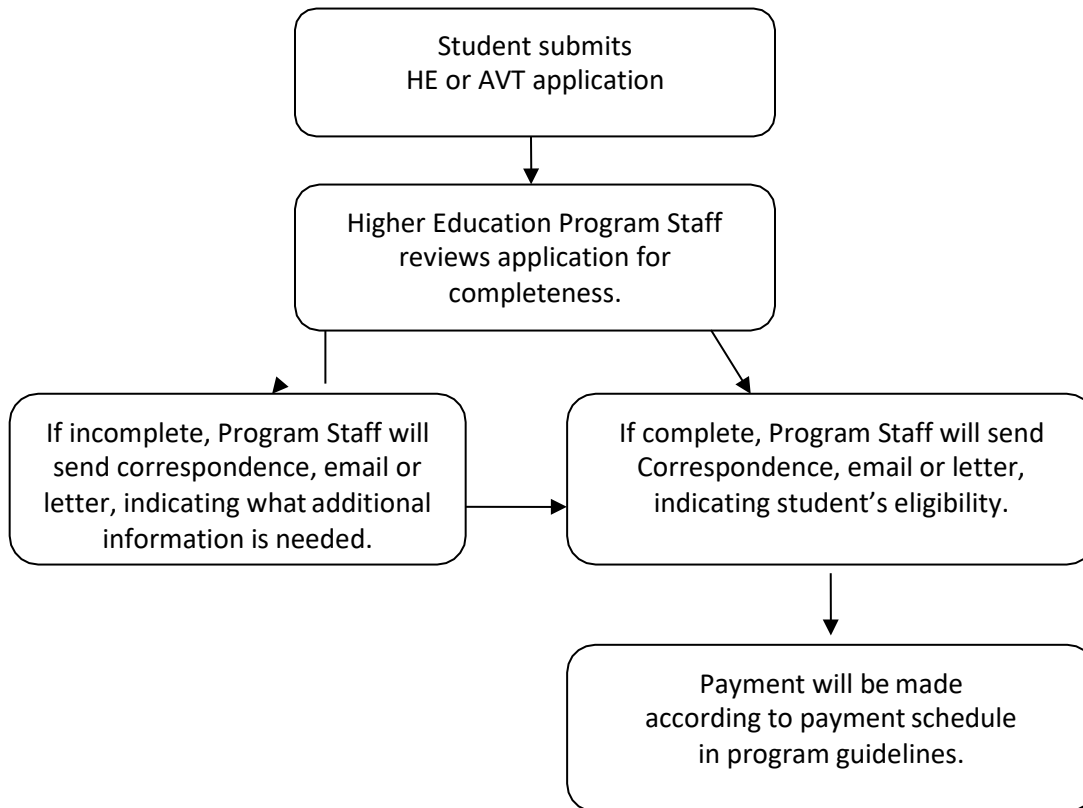
Program will not pay for more than two AVT licensing fees, certifications and/or state board fees, and no more than two Adult Vocational Training scholarships. If a significant life event occurs, student may reapply.

Program will not fund any miscellaneous classes that fall outside the students' approved course of study.

HOW TO APPLY

1. Contact Higher Education Scholarship Program staff for an application packet.
2. Students must be applying for the current school year.
3. Correspondence will be e-mailed to applicant giving further instructions if necessary. E-mail will be the primary mode of communication. If student does not have e-mail access, a letter will be mailed.

APPLICATION FLOW CHART



CONTACT INFORMATION

Grand Traverse Band Traverse City Satellite Office – Education Department

845 Business
Park Drive
Traverse City,
MI 49686
PHONE: 231.534.7760 or 1.866.534.7760
FAX: 231.534.7773
EMAIL: HigherEducation@gtb-nsn.gov