

Southern Ute Indian Tribe
Department of Education



Adult Education
Scholarship Application Packet

(Council approved June 22, 2011)

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Southern Ute Indian Tribe Department Of Education Adult Education Program

Welcome to the Southern Ute Indian Tribe's Adult Education Program. As a Southern Ute Indian Tribal Member or other Indian in the Local Service Area, you are eligible for certain benefits through the Adult Education Program. This includes registration fees for GED tests and other adult education classes or trainings. These benefits are subject to federal regulations and a set of rules and responsibilities, approved by the Southern Ute Indian Tribal Council, with which you must comply.

The purpose of the Adult Education Program is to improve educational opportunities for Indian adults who lack the level of literacy skills necessary for effective citizenship and productive employment.

This program is designed to operate in an efficient and timely manner. The process promotes adequate planning on the part of the applicant to ensure a successful educational experience. Applicants who have not completed the necessary requirements for funding will not be approved. Funding will be awarded on a first come, first served basis.

Southern Ute Tribal Members who fail to meet these requirements will be disqualified from all Southern Ute Education programs, except internship programs, and in some instances, will be required to repay funds already received. For other Indians, failure to meet these requirements will result in a loss of educational benefits and, in some instances, a requirement to repay funds already received.

It is therefore important that you fully understand these policies. The Education Department is available to you if you have any questions. Please contact the Department's Adult Education Manager.

DEFINITIONS

Adult shall mean an individual who has attained the age of sixteen or is beyond the age of compulsory school attendance under State or tribal law and not currently enrolled in a formal secondary or post-secondary educational program.

Department of Education shall mean the Southern Ute Indian Tribe's Department of Education.

Director shall mean the Director of the Department of Education.

GED shall mean a state-awarded General Equivalency Diploma.

Good Cause shall mean death, a medical condition certified by a doctor that justifies withdrawal, hospitalization of the student or an immediate family member, or other situations beyond the control of the student.

Immediate Family Member shall mean the student's father, mother, brother, sister, husband, wife or child.

Indian shall mean a person who is a member of, or is at least one-fourth degree Indian blood descendent of a member of, an Indian tribe, and is eligible for the special programs and services provided by the United States through the Bureau of Indian Affairs to Indians because of their status as Indians.

Local Service Area shall mean the area served by the Southern Ute Indian Tribe's Adult Education Program, which includes the Southern Ute Indian Reservation and the area outside of the boundaries of the Reservation from which an adult seeking assistance could reasonably be expected to commute to and from in the course of a work day.

Program Manager shall mean the Program Manager of the Department of Education.

Tribal Member shall mean an enrolled member of the Southern Ute Indian Tribe.

Tribe shall mean the Southern Ute Indian Tribe.

SIGNIFICANT INFORMATION

A. COMPLIANCE.

Students must comply with all policies including repayment, attendance, and requested documents to be considered for funding.

B. COMMUNICATION.

If the student is 18 years of age or older, the Adult Education Program Manager shall communicate solely with the student unless the student provides a signed release of information form, authorizing communication with another individual. With regard to sixteen and seventeen year old students, the Adult Education Program Manager shall communicate with the student and/or the student's parent or legal guardian.

C. PAYMENT.

All registration fees will be paid directly to the appropriate agency. It is the student's responsibility to submit registration costs to the Adult Education Program Manager in a timely manner. If a student is dropped for any reason, re-enrollment and any fees incurred will be the student's responsibility.

ELIGIBILITY CRITERIA AND PROCEDURES

A. APPLICANT ELIGIBILITY.

An applicant must:

1. Be an enrolled member of the Southern Ute Indian Tribe or other Indian;
2. Be 16 years of age or older;
3. Reside within the Local Service Area;
4. Submit all required documents; and,
5. Demonstrate compliance with previous Adult Education Program scholarship award requirements.

B. ELIGIBLE SERVICES AND PROGRAMS.

Funds are available for services and programs, up to \$200 per fiscal year, that:

1. Enable eligible applicants to acquire basic educational skills, including literacy;
2. Enable eligible applicants to continue their education through the secondary school level;
3. Establish career education projects intended to improve employment opportunities;
4. Provide educational services or instruction for disabled or incarcerated Indian adults;
5. Prepare eligible applicants to benefit from occupational training; and,
6. Teach employment-related skills.

C. PROCEDURES.

1. In preparing applications for this scholarship, it is important that the applicant complete the application and an education plan in order to expedite the process.

2. Each applicant must submit a complete scholarship application packet to the Adult Education Program Manager. **Incomplete or late applications will not be considered.**
3. An education plan consists of:
 - a. Information related to the GED test or desired training or classes and,
 - b. A letter to the Adult Education Program Manager requesting financial assistance and explaining the applicant's educational goals related to eligible services and programs.

SCHOLARSHIP POLICIES

A. GENERAL (Applies to All Students).

1. Only complete applications will be considered. NO EXCEPTIONS.
2. Funding is available only for registration fees, books and materials and will be awarded on a first come, first served basis.
3. It is the responsibility of students to accept their mail from the Department of Education at all times. If certified mail is returned to the Department of Education, students must come in to the Department of Education or contact the Adult Education Program Manager.
4. Students who fail to attend GED testing sessions or trainings or classes without Good Cause must repay all funds. Students must notify the Adult Education Program Manager within one working day of withdrawal from GED testing and within five working days of withdrawal from trainings or classes. Students must submit a written explanation and proper documentation verifying the reason for withdrawal.
5. Any student found to have engaged in academic or financial dishonesty will be immediately terminated from the program, will not be funded by the Department of Education for five years, and will be required to repay funding.

B. RULES OF CONDUCT

1. All students must abide by the rules of conduct for the GED program, training or classes that they are enrolled in.
2. Students are prohibited from being under the influence of drugs or alcohol while attending a GED program, training, or class.
3. Students shall not engage in any disruptive, threatening or intimidating behavior while attending a GED program, training, or class.

C. GED.

1. A complete application form must be submitted at least two weeks prior to the test registration deadline.
2. Practice test scores must be 450 or higher per section prior to the test date.
3. A minimum of twelve total attendance hours must be documented before taking the test.

4. Funding is available for five independent test sections.

D. TRAININGS AND CLASSES.

1. A complete application must be submitted at least two weeks prior to the registration deadline.
2. Funding will be considered no more than twice a year.
3. A maximum of \$200 per year may be awarded to cover registration fees, books, and materials.
4. Students must submit the following to the Adult Education Program Manager, no later than two weeks after the end of the training or classes:
 - a. A one-page typed report on the training or class attended;
 - b. A copy of the agenda, indicating sessions or workshops attended; and,
 - c. A certificate of completion or proof of completion.

E. WITHDRAWAL.

1. Students who do not attend the GED test, training or class without Good Cause, as defined by these policies, must repay all funds awarded.
2. Good Cause is determined on a case-by-case basis and will be reviewed by the Director and the Adult Education Program Manager.
4. Students must notify the Adult Education Program Manager within one working day of withdrawal from GED testing and within five working days of withdrawal from trainings or classes. Students must submit a written explanation and proper documentation verifying the reason for withdrawal.

F. REPAYMENT.

The repayment plan must be submitted within 14 days of absence from the GED test or withdrawal from the training program or classes. The repayment plan must be approved by the Director.

GED _____
Class/Training _____

Adult Education Scholarship Application

Name: _____ SS #: _____

Tribal Member Census # or Certificate of Indian Blood : _____

(Attach Copy of CIB)

E-Mail Address: _____

Home Address: _____

Home Phone # : _____ Cell Phone #: _____

Anticipated GED Test Date(s): _____

Anticipated GED Test Site(s): _____

Name of training/class provider: _____

Address: _____

Phone #: _____

Email Address (if known): _____

Signature of Applicant

Date