

Dear Tribal Applicant:

Congratulations on seeking to improve your education. Here is the information you need to apply for the Higher Education Grant Robinson Rancheria is offering.

The following initial documents are needed to complete your application:

- Robinson Rancheria Application for Supplemental Grant Assistance
- Member Verification
- College Enrollment Verification
- Release of information form
- Financial Analysis Form
- Proof you have applied for other assistance (confirmation sheet)

The following must be provided monthly throughout the semester/quarter:

- Attendance verification

It is the applicant's responsibility to submit all the requested documentation referenced above. No grant will be awarded until all initial requested documentation has been received. Applicants must reapply every calendar year in to update the higher education file.

Additionally, each applicant must maintain a minimum grade point average of a 2.0 (C average) or better and provide the necessary attendance verification.

Please note that a withdrawal/drop from school/courses is considered a relinquishment/forfeiture of the grant and funds must be paid back.

Sincerely
Robinson Rancheria Education Department

Dear _____:

Our records show that you received a Supplemental Education Grant from Robinson Rancheria for the following:

_____ School Year or Semester

Amount Received _____

The Supplemental Education Grant Policy requires that you provide my office with a copy of your grades for the semester that the award was made. Our records indicate that we do not have a copy of your _____ semester grades on file. Please send me a copy of your grades by April 2, 2004. Failure to provide the Tribe with this information may result in the grant award being reclassified as a loan. The Supplemental Education Grant Policy stipulates that if the grant award is reclassified as a loan, it will be deducted from your next Social Welfare or Per Capita payment(s).

Should you have any questions regarding this letter, please do not hesitate to contact my office at (707) 275-2002. Thank you for your attention to this matter.

Sincerely,

Gayle Zepeda, Education Director

Cc: File

Robinson Rancheria Supplemental Education Grant Policy

Revised March 13, 2008

Purpose

It is the position of the Robinson Rancheria Citizens Business Council (RRCBC) to assist tribal members in pursuing higher education for undergraduates by providing supplemental grants for educational expenses, directly or indirectly incurred during and academic semester or quarter. Implementation of the forgoing policy is dependent upon available funds and will be on a first come, first served basis.

The supplemental education grant is derived from two sources: Tribal 638 and funds derived through a percentage of profits derived from the tribal business enterprise, Robinson Rancheria Resort & Casino. Therefore, students are to apply for other sources of financial assistance before applying for tribal assistance, as tribal revenues may fluctuate due to economic factors beyond tribal control, which may render these supplemental grants unavailable.

To qualify for the supplemental education grant, it will be the student's responsibility to respond and provide information via completed forms as required by this policy; failure to do so may result in denial of supplemental grant assistance.

Requirements

To begin the supplemental grant process, students will need to complete the following:

- 1) To apply for a supplemental education grant, all applicants must complete and sign the higher education supplemental grant application form and submit it to the Robinson Rancheria Education Department.
- 2) All applicants must submit an original copy of their schedule of course to verify enrollment to the Robinson Education Department Education grants will be issued as follows depending upon the number of units carried.
 - a) \$3,000.00 per semester/quarter for full time students enrolled in a four year accredited college/university. \$ 1,500.00 per semester/quarter for full time students enrolled in a two year accredited college. Full time students are defined as students taking 12 units or more.
 - b) Students who are enrolled part-time in a four year accredited college/university will be eligible to receive \$250.00 a unit per semester/quarter. Students enrolled part-time in a two year accredited college will be eligible to receive \$125.00 a unit.

Distribution of Supplemental Grant funds

Upon approval of the application and receipt of all required documentation, the Supplemental education grant shall be distributed on a payment schedule at the discretion of RRCBC upon reflection into the students higher education file. This is to alleviate unnecessary hardship on students as they pursue their higher education goals. Processing of checks for the purpose of this policy will begin at the Robinson Rancheria Education Department.

The Supplemental Education Grant can be received for each session, (quarter or semester) for which a student is registered in an approved college provided that the student has completed the prior session with a C or 2.0 GPA or better for which he/she received a grant award. It is the responsibility of the student to provide a copy of their most current grades to the Robinson Rancheria Education Department.

Failure to attend and/or complete session:

Failure of a student to complete the session for which a grant was awarded is considered to be a breach of the conditions for the grant award. One of the facets of learning is the recognition of responsibility and the meeting of one's obligations; therefore, the following conditions shall apply:

- Failure to maintain a 2.0 grade point average (GPA) will result in the cessation of payments until GPA is 2.0 or above. This means the current grant award payments will cease and the student would not be eligible to receive another grant award until their GPA is 2.0 or better.
- **Failure of a student to complete the session of a grant award or the following session will result in the grant award being subject to all the terms of the general loan agreement in effect the monies are to be deducted from the students next social welfare or per capita payment.**
- **An exception** is made for first time students entering college (freshman). A first time student not attaining a 2.0 GPA or better and is placed on academic probation shall be allowed the opportunity to bring his/her GPA to a 2.0 or better the following semester/quarter without becoming ineligible for tribal supplemental grant assistance, under the condition that grant assistance be made in payments for fees paid directly to the college/university and attendance verification be submitted regularly. A first time student defined as a student never having attended a junior college of four-year University.
- Persons failing under the provisions of the previous paragraph shall not be eligible to receive another grant award until said reclassification loan and any interest attached thereto has been paid off in full.

Definitions

- College:** The term college, as used in this policy, is defined to mean an accredited junior college, four-year college or university. Each of the aforementioned schools must be an accredited institution.
- Full Time:** Full time is defined as 12 units or more for the fall and spring session.
- Academic levels:** This term is defined to mean first level junior college (AA Degree) second level four-year college or university (BA or BS Degree). Each of the aforementioned levels may be attained one time only with tribal funds. Master and Doctorates are not included in this policy.
- Educational Plan:** This term is defined to mean a declaration of a course of study as prepared between students and counselor, or as outlined in the college catalogue as a specific major with completion timeline, i.e., 2 years, 3 years, 4 years, or 5 years.

Application:

Students applying for a Supplemental Education Grant shall first submit all requested documentation to the Robinson Rancheria Education Center prior to receiving the grant award:

1. Complete/sign a Supplemental Education Grant Application
2. Sign the Agreement/Application form stating that they will abide by the contents of this policy and that they agree with all of its terms.
3. Sign the Release of Confidential Information Form, which in turn shall give RRCBC or its designated representative access to student school records in order that RRCBC may ascertain that the terms of this policy are being fulfilled.
4. A original copy of class registration

**THIS POLICY IS SUBJECT TO CHANGE BY THE
ROBINSON RANCHERIA CITIZENS BUSINESS COUNCIL
WITHOUT PRIOR NOTICE.**

(This policy dated March 14, 2008 supersedes all prior Tribal educational policies.)

APPLICATION FOR SUPPLEMENTAL EDUCATION GRANT

For students to receive supplemental education grant funds, you must first complete this application and understand the enclosed policy. By signing this application, you are acknowledging you have read, understand and will abide by this policy. Please return completed application to the Robinson Rancheria Education Department at 1545 E Hwy 20, Nice, CA 95464. No funds will be released until this and all other required documentation are received by this office.

Applicant's Name: _____

Telephone number: _____

Address: _____

College Name: _____

College Address: _____

Semester/Quarter: _____ Check One: 2-Year 4-Year College

Units taken: ____ Units needed to graduate: ____ Expected date of graduation: _____

Major: _____ Minor: _____

Class Level (Check one): Freshman Sophomore Junior Senior

I HEREBY CERTIFY that the above information on this application is true and correct to the best of my knowledge and that I have read and understand the SUPPLEMENTAL Educational Grant Policy. I request that any grant awarded me be mailed to me or designated recipient. I will provide a copy of my grades or transcript to the Robinson Rancheria Higher Education Department at the end of each academic term and maintain a 2.0 GPA to continue to receive Supplemental Education Grant funds.

STUDENT SIGNATURE

DATE

Attendance Verification

Students Name: _____ SS# _____

This is to verify that the above student is enrolled on a part/full time basis at:

_____ And has been attending:

	Class/Course Description	Instructor Signature
1		Sign _____ Print
2		Sign _____ Print
3		Sign _____ Print
4		Sign _____ Print
5		Sign _____ Print
6		Sign _____ Print

on a full-time basis for the academic period of:

_____, _____
Semester/quarter Year

Official/Counselor Signature

Date

Student Signature

Date

Note: Schools will be contacted by phone or letter to verify that this form was signed by the proper school official. A "Work In Progress" report can also be submitted in lieu of this form.