

Dear Tribal Applicant:

Congratulations on seeking to improve your vocational skills. Here is the information you need to apply for the Vocational Training Grant Robinson Rancheria is offering.

The following initial documents are needed to complete your application:

- Robinson Rancheria Application for Vocational Training Grant Assistance
- Member Verification
- Vocational Enrollment Verification
- Release of information form
- Financial Analysis Form

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 and approved by RRCBC. 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

Robinson Rancheria Vocational Training Grant Policy

Revised March 17, 2008

PURPOSE

It is the position of the Robinson Rancheria Citizens Business Council (RRCBC) to assist tribal members in pursuing vocational training by providing supplemental grants for educational expenses. Implementation of the forgoing policy is dependent upon available funds and will be on a first come, first served basis.

The vocational training 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 vocational training 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

- 1) To begin the application for a vocational training grant, all applicants must complete and sign the vocational training grant application form and submit it to the Robinson Rancheria Education Department.
- 2) All applicants must submit an original copy of their registration of vocational course to verify enrollment to the Robinson Education Department Education grants will be issued as follows depending upon the cost/fees.
 - a) Up to \$1,000.00 per course for students enrolled in an approved vocational training program.

Distribution of grant funds

Upon approval of the application and receipt of all required documentation, the Vocational training grant shall be distributed in one lump sum or a payment schedule at the discretion of RRCBC upon reflection into the student's vocational training file. This is to alleviate unnecessary hardship on students as they pursue their vocational goals. Processing of checks for the purpose of this policy will begin at the Robinson Rancheria education Department.

The Vocational training grant can be received for each program, for which a student is registered in an approved vocational training program provided that the student has completed the prior session with a (C) 2.0 GPA or certificate 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/become certified in 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 (GPA) will result in the cessation of payments until GPA is 2.0 or better. 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. 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 vocational training grant assistance, under the condition that grant assistance be made in payments or fees paid directly to the vocational training program and attendance verification be submitted regularly.
- 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

Course: The term course, as used in this policy, is defined to mean an approved vocational program.

Full Time: Full time is defined as 12 units or more for the fall and spring session.

Certificate: This term is defined to mean first level vocational program certificate of achievement. Each certificate may be attained one time only with tribal funds.

Educational Plan: This term is defined to mean a declaration of a course of study as prepared between students and counselor, with completion timeline, i.e., 2 years, 3 years, 4 years, or 5 years.

Application:

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

1. Complete/sign a Vocational Training 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 course 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.)

Robinson Rancheria Vocational Training Grant Assistance

All information requested in bold is mandatory. However, failure to fully complete all applicable parts may result in delays of processing this application or make it impossible to process at all.

Name: _____ Social Security # _____ - _____ - _____

Address:

Street	City	State	Zip
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Telephone# (____) _____ - _____ **Home**(____) _____ - _____ **Cell** (____) _____ - _____ **Msg.**

Date of Birth: ____/____/____ **Gender:** ___M ___F **Veteran:** ___N ___Y

of Dependants: _____ **Tribal Enrollment #** _____

Marital Status: ___Single ___Married ___Divorced___ Separated

High School Attended: _____

High School Graduation/GED Date: ____/____/____

Length of Vocational Program: Start Date ____/____/____ **End Date** ____/____/____
Months # Semesters # Hours

Name of Vocational School _____

Complete Address _____

Telephone Number _____

Student Signature

Date

**Robinson Rancheria
Vocational Training Grant Assistance**

Name: _____

Vocation: _____

Length of Vocational Program: Start Date ___/___/___ **End Date** ___/___/___

Name of Vocational School _____

Complete Address _____

Telephone Number _____

I will live ___ On Campus ___ Off Campus ___ With Parents

Have you previously received Vocational Training Assistance from Robinson Rancheria?

___ Y ___ N

STATEMENT OF PORPOSE: I declare that I will use any funds I receive under the Robinson Rancheria Vocational Training Grant Program solely for expenses connected with attendance at _____.

Student Signature

Date

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 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 eligibility of individuals applying for services and will be used to produce statistical information. 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. I request that any grant awarded me be mailed to me in care of the financial aid office of the institution. I will provide a copy of completion to Robinson Rancheria Vocational Training Program at the end of the training.

Signature of Applicant: _____ 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.