

**Higher Education Endowment Program  
Policy & Procedure  
Manual**

**Revised 3/2/09**

**Approved by council 5/5/09**

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On July 19, 2001 the Tribal Council made a motion authorizing the Tribal Secretary to create the Higher Education Endowment Office, combined with a Cultural Affairs Office. The Higher Education Endowment Program strongly encourages and supports the Sisseton Wahpeton Oyate students to have faith and confidence in their abilities to strive for and achieve their dreams.

Higher Education Endowment Office hours are 8:00 am to 4:30 pm. The office is located at 12565 BIA Hwy 711 Agency Village, SD. The mailing address is PO Box 509 Agency Village, SD 57262. The Telephone Number is (605) 742-0150, the Fax Number is (605) 742-0140 and the e-Mail address is [SWOhigherEd@swst.us](mailto:SWOhigherEd@swst.us).

### **ELIGIBILITY FORMS**

1. SWO Higher Education Endowment Application
2. SWO Enrollment Verification
3. Current Grade Report

### **CRITERIA FOR HIGHER EDUCATION ENDOWMENT:**

The student must be an enrolled member of the Sisseton Wahpeton Oyate.

The student must be attending an accredited post secondary school (e.g. Accredited by the Higher Learning Commission of the North Central Association of Schools and Colleges).

The student must pass the course with a grade of “C” or better to receive education endowment funding.

Undergraduate students will be paid \$ 56.00 per credit hour and PhD and graduate students will receive \$75.00 per credit hour.

Submitted grades **MUST** have the students’ name and social security or student ID number printed on them. If grades must be taken off the internet, the students ID Number **MUST** printed on the grades. **NO hand written** ID numbers or grades will be accepted. Grades taken from the internet are subject to administrative approval; verification from the accredited post secondary school may be requested before payment is issued.

The student will not be paid for any incomplete or “I” grade. However, once/if the course has been completed and a copy of the grade change is submitted and certified by the Registrar, the student may receive endowment funding for it.

The student will not receive educational endowment funding for a course they have taken twice (this is for cases that will result in the student receiving funding twice for the same course, this does not include courses that are taken in which a “D” or “I” was first given, provided they were not paid for the “D” in fall semester of 2000).

Students taking pre-professional, proficiency, or licensing tests, may be reimbursed up to \$100.00 for undergraduates, and up to \$200.00 for graduates, provided they show proof of applying for, and denial of any offered fee waivers, and/ or proof of payment for the test, and passing grades for **ALL SECTIONS** of the test.

### **DEADLINES DATES FOR SUBMITTING GRADES:**

**May 31-** For courses taken August/September through December  
**August 31-** For courses taken January through May  
**September 15-** For courses taken June through August  
**On-Line &Quarter System Courses** – Must be submitted within 4 weeks of issuance of grades.

Students that have been deployed are able to submit their grades when they return, providing they submit documentation of their orders. Students who are in an on-line program or on quarter system rather than a semester system must submit their grades as soon as possible after receiving them. Circumstances for deadline extensions are subject to change upon the discretion of the administration. **Incentive programs offered through the Higher Education Endowment Office are NOT RETROACTIVE.**

### **I. APPLICATION PROCESS:**

- a. All applicants must fully complete an application and provide proof of:
  1. SWO Tribal Enrollment
  2. Verification of acceptance into an accredited college
  3. Final Grade Report with name and student ID number on them
- b. Applications will not be processed without all of the necessary information.
- c. It is the student's responsibility to verify that all needed documentation is completed.
- d. Copies are made of all information. One copy is kept on file, and the other is to be attached to the supply request form.
- e. Administrator will have up to 30 days after submission of application to send correspondence to applicant.
- f. Incomplete applications will only be kept for 30 days if not completed within 30 days application will be destroyed and applicant will need to reapply.
- g. Information regarding a student file will only be accessible to the student/applicant unless a written consent form is signed by the student to the requesting agency.
- h. In the event a student does not submit grades for more than two consecutive semesters the student **Must** complete a new application form for the Higher Education Endowment Program.

## II. GRANT AMOUNTS

- a. Grant amounts are based upon credit hours that are completed and passed during the current semester.
- b. Courses with grades of “D”, “F”, “I”, and “W” will not be considered, however if a student retakes the course and receives a “C” or above they will receive a grant amount for it (Please note: A student will not be paid twice for the same course). Will accept P and S grading scale, pay according to credits earned.
- c. Undergraduates will receive \$56.00 per credit hour and PhD and graduate students will receive \$75.00 per credit hour (Please note: if a graduate student takes undergraduate courses, they will receive the endowment amount for undergraduate students for that course).
- d. Any additional grant amounts (i.e. incentive programs, payments for test and certification) will only be processed when accompanied by the necessary information.

## III. Completed Forms

- a. Completed supply request forms are signed by the Higher Education Endowment Director and the Tribal Secretary. The yellow copy of the supply request is to be kept in the student’s file.
- b. Signed requests forms are taken to the Finance Department, along with the necessary documents. Scholarship recipients and scholarship amounts are recorded, and updated as needed.
- c. Individual contact forms will also be included by the Higher Education Endowment Program director as needed to student file.

## IV. Check Documentation

- a. When checks are ready, copies will be made, and put in the individual student’s file.
- b. The student must sign and date the copy before receiving his/her check. If the student wants someone else to pick up their check, the student must verify this by calling the Higher Education Endowment Director along with sending a signed note stating this.
- c. **The program will hold a check for no more than 48 hrs, if the check is NOT picked up by the student within 48 hrs it will be mailed.**

**CHECK DISTRIBUTION MAY TAKE 1-5 DAYS**

### **Student Responsibilities:**

Students are responsible to update any changes of their addresses or phone number that may occur, with the Higher Education Endowment Office as well with the Finance Department for the Sisseton Wahpeton Oyate.

In the event that more documentation is needed in order to process the student's paperwork, it is the student's responsibility to contact the college register's office and resubmit the documentation to the Higher Education Endowment Office.

### **Student Diploma Incentive:**

Undergraduates who are working towards a degree, either a 2 or 4 year institution are eligible to receive a graduation incentive. This incentive is given when the student completes his/her program of study, students who have earned a 2 year degree (AA) are eligible to receive \$250.00, and students who have earned a 4 year degree (Bachelors) are eligible to receive \$500.00. Graduate students (Masters Program) are eligible to receive \$2,000.00 and Doctorate students are eligible to receive \$2,500.00.

Double majors will be awarded based on how many diplomas are/were received. Students enrolled in a Vocational Program who have earned a certificate are eligible to receive \$125.00.

Student must be an enrolled member of the Sisseton Wahpeton Oyate.

A copy of the student's signed degree/diploma must be provided to the Higher Education Endowment Office.

The Higher Education Endowment Program **will not** process payment for the graduation incentive without a copy of the diploma and final transcripts. The diploma incentive will coincide with the deadline dates. In the event of a deadline date in which the student has not received the diploma due to outstanding debt the student **MUST** provide documentation from the registrar stating this.

**The diploma incentive is NOT retroactive.**

Students receiving this incentive will also continue to be eligible for the grade based Higher Education Endowment Scholarship that is given at the end of the semesters/quarters.

This incentive program is **NOT RETROACTIVE.**

Incentive program in effective beginning fall 2007 academic year.

#### **A) Undergraduate Student Incentive:**

Completed Higher Education Endowment application

SWO Tribal enrollment verification

Final grade report with name and student ID number printed on them. No hand written names, ID numbers, or grades will be accepted.

Verification of acceptance into an accredited college

This incentive program in **NOT RETROACTIVE**

Students who are in an on-line program or on a quarter systems rather than a semester system must submit their grades within 4 weeks after receiving them. *Quarter system is defined as two five to eight week terms in one semester.*

### **B) Graduate Grade Incentive:**

Students who are enrolled full time in a masters degree program other than those listed under the professional student incentive, are eligible to receive \$1,500.00 at the beginning of the fall and spring semesters. ( Please note: this incentive in ONLY given at the beginning of the Fall and Spring semesters, also students participating in this incentive program ARE NOT eligible for participation in the Professional Student Incentive. This will also include students taking the summer course.

Graduate registrations will be verified by the program administrator.

The fall semester incentive will be awarded if/or when the funding is or becomes available.

To be eligible, students must be an enrolled member of the Sisseton Wahpeton Oyate.

Copy of Approved Course Plan must be submitted.

Acceptance letter from the school you are currently attending (Please note: this may already be on file with the office).

Students transferring to another college/university **Must** provide an acceptance letter into the new college/university.

Proof of final/validated registration for current semester will need to be submitted. No pre-registration forms will be accepted. Also, student's name must appear on the registration form.

If the dissertation and Thesis is the only remaining courses, the student will not be eligible to receive the incentive. However, if the student is taking courses relating to their degree during the current semester, while working on their dissertation or thesis, they will be eligible to receive the grades based incentive. To be eligible for the following semesters incentive, students must provide proof of successful completion of courses taken the previous semester (e.g. if you registered for courses in the fall semester and withdrew/failed, you would not be eligible for the spring semester incentive).

Students receiving this incentive will also continue to be eligible for the grade based Higher Education Endowment Scholarship that is given at the end of the semester.

**FALL AND SPRING SEMESTERS ARE DEFINED FOR PROGRAM PURPOSES AS FOLLOWS:**

**FALL CLASSES TAKEN: August/September through December**  
**SPRING CLASSES TAKEN: January through May**  
**SUMMER CLASSES TAKEN: June & July**

Students are in an on-line program or on quarter system rather than a semester system must submit their grades within 4 weeks after receiving them.

**C) Professional Student (Terminal Degree) Incentive:**

Students who are enrolled full time in Law school, Medical school, or who are working toward their doctorate (PhD), are eligible to receive \$2,500.00 at the beginning of the fall and spring semesters. (Please note: this incentive is given ONLY at the beginning of fall and spring semesters, also students participating in this incentive program ARE NOT eligible for participation in the Graduate Student Incentive Program.)The Summer Semester will be included.

The fall semester incentive will be awarded if/or when the funding is or becomes available.

(There are three semesters per Fiscal Year the program is requesting not to award any graduate incentives after the 3<sup>rd</sup> semester, summer, until the new funding is available.)

To be eligible, students must be enrolled members of the Sisseton Wahpeton Oyate.

Acceptance letter from the Law or Medical School, or Doctoral degree program you are currently attending. (Please note: this may already be on file with the Higher Education Endowment Office)

Copy of Approved Course Plan must be submitted

Proof of final/validated registration for current semester must be submitted. No pre-registration forms will be accepted. Also, student's name must appear on the registration form.

If the dissertation and Thesis is the only remaining course, the student will not be eligible to receive the incentive. However, if students are taking courses relating to their degree during the current semester, while working on their dissertation and thesis, they may be eligible to receive the incentive.

To be eligible for the following semesters incentive, students must provide proof of successful completion of courses taken the previous semester (e.g. if you registered for

courses in the fall semester and withdrew/failed, you would not be eligible for the spring semester incentive.

Students receiving this incentive may also continue to be eligible for the grade based Higher Education Endowment Scholarship that is given at the end of the semesters.

This incentive program is NOT retroactive.

Incentive program is effective for the 2007 academic year.

**FALL AND SPRING SEMESERS ARE DEFINED FOR PROGRAM PURPOSES AS FOLLOWS:**

<b>FALL CLASSES TAKEN:</b>	<b>August/September through December</b>
<b>SPRING CLASSES TAKEN:</b>	<b>January through May</b>
<b>SUMMER CLASSES TAKEN:</b>	<b>June &amp; July</b>

Students who are in an on-line program or on quarter system rather than a semester system must submit their grades within four (4) weeks after receiving them.