



**HO-CHUNK NATION**  
*Higher Education*

**Funding Policy AY 2018-19**

*Approved by the Executive Director of Education: May 14, 2018*

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## **Higher Education Division Mission Statement**

The mission of the Higher Education Division is to provide guidance and financial assistance to Ho-Chunk members who intend to pursue a postsecondary education. Scholarships are granted as a privilege with the intent that graduates will return to the Ho-Chunk Nation to use their knowledge and expertise to protect and strengthen the economic self-sufficiency and sovereignty of the Ho-Chunk Nation.

### **Dr. Josephine P. White Eagle Gi Ska Inga (Clear Day)**

Dr. Josephine P. White Eagle was a Ho-Chunk member who was known for her linguistic research and program development for early education to preserve Ho-Chunk language for future generations. She completed her undergraduate education at the University of Minnesota in 1961 and her master's degree jointly from the Harvard Graduate School of Education and the Massachusetts Institute of Technology (MIT) Department of Linguistics and Philosophy. In 1983, she received her Doctorate in Education (Ed.D) from Harvard University and held a post-doctoral fellowship at MIT.

She became a valued faculty member of the School of Education at Harvard and at the University of Massachusetts Amherst, and was well known for her commitment to Native heritage, language preservation, and Community Development. She was a key member of the community in ensuring the Wisconsin Winnebago Business Committee constitution was approved by the Bureau of Indian Affairs (BIA). This BIA recognition, in turn, made it possible for Ho-Chunk members to get grant dollars for such services as healthcare, education, economic development, and housing. Among her many talents, Dr. White Eagle was a musician, Sunday School teacher, and made beautiful baskets.

Dr. White Eagle is a role model in education for her courage, commitment, and inspiration.

## **Financial Aid and Tax Filing Statement**

In order to receive a Ho-Chunk Nation Scholarship, students are required to file a Free Application for Federal Student Aid (FAFSA) with accurate information. Accurate information includes a declaration of all funds acquired from Ho-Chunk gaming revenue (e.g. per capita) and the full value of the student's Children's Trust Fund, if applicable. Failure to completely and accurately file one's taxes and/or FAFSA will make any student ineligible for a Ho-Chunk Nation Scholarship until such discrepancies are resolved.

The Higher Education Division team may request additional documents (e.g. Student Aid Report) to resolve conflicting information.

For more information, contact the Ho-Chunk Nation Department of Justice at (800) 294-9343 extension 1301.

## I. Ho-Chunk Nation Scholarship Program

### A. Purpose of the Program

The Ho-Chunk Scholarship Program provides financial resources to help enrolled Ho-Chunk members complete a progressive postsecondary degree. The recipients must attend a non-profit Title IV regionally accredited institution. The Ho-Chunk Scholarship Program is intended for students working toward degree completion.

### B. Eligibility and Requirements

In order to receive funds from this program, both the student and the institution must meet the following eligibility criteria:

1. All documents may be electronically submitted to:  
**higher.education@ho-chunk.com**, including the official transcript. Please note that electronically submitted transcripts must be sent from the student's institution and/or its clearinghouse service. Electronic transcripts sent directly from the student will not be accepted due to concerns related to authenticity.
2. Students must meet all of the following criteria in order to receive funding:
  - a. Be an enrolled member of the Ho-Chunk Nation by the start of the academic term. If the student is enrolled into the Ho-Chunk Nation during an academic term, **they will become eligible for scholarship funding for the following academic term.**
  - b. Be accepted/admitted into a progressive degree program that is at least one academic year in length at a Title IV regionally accredited non-profit institution:
    - 1) **All students** must submit a copy of their acceptance/admissions letter.
    - 2) **Graduate students** must submit a copy of the admissions letter from their Graduate School.
    - 3) **Conditional and preparatory students** are students who are not fully admitted to their institutions or to their academic program/majors. They may be eligible for scholarship funding with a written plan approved by the Higher Education Division Manager. See "C. Application Requirements."
    - 4) "Progressive degree" refers to a student's personal academic progress. Example: a student who has earned a bachelor's degree will not be considered for funding toward a second bachelor's degree, associate degree, or technical diploma. See chart at the bottom of this page.
    - 5) International schools may be considered provided they meet the criteria listed above in B-2-b.



- c. Complete the academic institution's financial aid process.
- d. Provide a copy of the academic institution's financial aid award summary.
- e. File federal and/or state income taxes, including their per capita distribution for the appropriate year. This is so students can accurately complete the financial aid process at their schools and be considered for federal, institutional, and state aid.
- f. Submit an itemized billing statement for the current term.
- g. Complete and submit a Ho-Chunk Scholarship Application (HSA). The application and supporting materials may be submitted electronically to [higher.education@ho-chunk.com](mailto:higher.education@ho-chunk.com).
- h. **All applications must be received no later than the first day of class. Applications received after that time will be deemed ineligible. For summer courses with varying start dates, please refer to the summer funding portion section of this policy.**
  - 1) Students will be provided a one-time only opportunity (per degree level) to qualify for scholarship consideration after the deadline with submission of a letter that explain the student's late application.
- i. Submit a copy of the student's Certificate of Degree of Indian Blood (CDIB) from the Ho-Chunk Enrollment office or the Bureau of Indian Affairs.
- j. Close out any previously funded services (e.g. transcript, trip report, etc.).
- k. Students who are found to be ineligible for federal financial aid due to a student loan default may be considered for tuition, required fees, and books, contingent upon a repayment plan approved by the lender.
  - 1) Students on financial aid suspension from their academic institution may be considered for tuition, required fees, and books up to the program maximum for no more than two terms, contingent upon submission of a written financial aid plan that indicates the student's corrective action to resolve the suspension. The plan is subject to approval by the Higher Education Division Manager and/or Financial Aid Administrator.
  - 2) Students may be able to appeal their financial aid suspension with their academic institution. The Higher Education Division can assist students with their appeal letter, if requested.

### C. Application Requirements

Ho-Chunk Scholarship Applications can be obtained from the Higher Education Division online at [www.ho-chunknation.com](http://www.ho-chunknation.com) or by contacting the Education Department at (800) 362-4476. A complete academic year file includes all of the following:

Note: All supporting documents must be received before the midterm. Incomplete student applications will not be awarded and funds will not be dispersed until final grades are posted and an official transcript has been received indicating satisfactory academic progress for each course (2.5 GPA for undergraduates and 3.0 GPA for graduate students).

1. Complete and submit Ho-Chunk Scholarship Applications to the Higher Education Division. A new application must be completed each academic year for each academic institution that the student attends.
  - a. Incomplete or illegible applications will not be processed. The applications will be sent back to the student to resubmit and/or edit.
  - b. **All applications must be received no later than the first day of class. Applications received after that time will be deemed ineligible. For summer courses with varying start dates, please refer to the summer funding portion of this document.**
    - 1) Students will be provided a one-time only opportunity (per degree level) to qualify for scholarship consideration after the deadline with submission of a **letter of explanation** for late application.
2. Complete all requirements at the school's financial aid office, including the Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at: [www.fafsa.gov](http://www.fafsa.gov).
3. Submit a copy of the academic institution's financial aid award summary for the term and/or academic year that the student plans to attend.
4. File federal and/or state income taxes, including their per capita distribution for the appropriate year. This is so students can accurately complete the financial aid process at their schools and be considered for federal, institutional, and state aid.
5. Students must submit a copy of their itemized billing statement from their academic institution for each term.
6. Submit a copy of the acceptance/admission letter for new, transfer, and reentering students.
  - a. Undergraduate students need an acceptance/admissions letter.
  - b. Graduate students need an admissions letter from their Graduate School.
  - c. Conditional and preparatory students may be considered with a written plan that **explains the conditions**. The plan must be approved by the Higher Education Division Manager.
7. Submit a copy of a valid class schedule showing: student name, school name, academic term, courses, and number of credits.
8. Submit a copy of the student's Certificate of Degree of Indian Blood (CDIB) from the Ho-Chunk Enrollment office or the Bureau of Indian Affairs.
9. Students who previously received scholarships must turn in an official transcripts to close out any prior scholarship terms. Electronic transcripts may be sent to [higher.education@ho-chunk.com](mailto:higher.education@ho-chunk.com).

Note: Incomplete applications will not be considered for financial assistance and will be sent back to the student for revision. The Higher Education Division cannot retroactively award funding for a term that is no longer in session with the exception of students on hold for satisfactory academic progress.

#### D. Scholarship Award Determination

Scholarship Awards are based on information from the needs analysis prepared by the school's financial aid office as determined by FAFSA results, the school's budget, the student's enrollment status, billing statement, and remaining terms of funding eligibility. Funding is determined once all documents have been received and evaluated. The Higher Education Division cannot retroactively award funding for a term that is no longer in session. All scholarships are subject to availability of funds.

1. Scholarship disbursement may take up to thirty to be processed and mailed to the vendor after all documents are received, and the financial information from the student's academic institution has been reviewed by the Higher Education Division.
2. **NEED-BASED STUDENTS:**  
Those who are determined to be "need based", according to the academic institution's financial aid office, may be considered for Ho-Chunk Scholarship funding for allowable education-related expenses based on the school's standard budget. **Graduate students are eligible for living expense consideration at a prorated amount.**
3. **NON-NEED STUDENTS:**  
Students who are determined to have "no financial need", according to the academic institution's financial aid office, may be considered for a Ho-Chunk Scholarship toward tuition, required fees, and books, not to exceed the program maximum not covered by another source. (FTE – Full Time Equivalent; PTE – Part Time Equivalent).
4. Awards for **FULL-TIME STUDENTS** per standard academic year (September to May):
  - a. Undergraduate maximum funding: \$10,000 (\$5,000/semester or FTE).
  - b. Graduate Program maximum funding: \$24,000 (\$12,000/semester or FTE).
  - c. **Graduate students are eligible for living expense consideration at a prorated amount.**
5. Awards for **PART-TIME STUDENTS** per standard academic year (September to May) are for direct costs (tuition, required fees, books) not covered by another source:
  - a. Undergraduate maximum of \$7,000 (\$3,500/semester or PTE).
  - b. Graduate students maximum of \$18,000 (\$9,000/semester or PTE).



Note: Repeat and/or remedial courses can be considered for funding up to two times. Audit courses are not eligible for funding.

### **E. Student Responsibilities**

Providing incorrect or incomplete information may delay or suspend the funding process with the United States Department of Education, an academic institution's financial aid office, and the Higher Education Division. Students must complete the following to be considered for funding:

1. Complete and submit a Ho-Chunk Scholarship Application (HSA) each academic year.
  - a. **All applications must be received no later than the first day of class. Applications received after that time will be deemed ineligible. For summer courses with varying start dates, please refer to the summer funding portion of this document.**
  - b. Applications and supporting documents may be submitted electronically to higher.education@ho-chunk.com, including the official transcript. **Please note that electronically submitted transcripts must be sent from the student's institution and/or its clearinghouse service. Electronic transcripts sent directly from the student will not be accepted due to concerns related to authenticity.**
  - c. Incomplete or illegible applications will not be processed. The applications will be sent back to the student to resubmit and/or edit.
2. Apply each year for the Free Application for Federal Student Aid (FAFSA). **Income information is required, including per capita and children's per capita trust funds.** All assets must be claimed or it may constitute fraud. **Contact Ho-Chunk Nation Department of Justice at (800) 294-9343 extension 1301 for more information.**
3. Maintain satisfactory academic progress as defined in "F. Academic Requirements."
4. Submit a valid class schedule, which includes student name, school name, courses, credits, and term.
5. Submit an itemized billing statement for the current term.
6. Submit a Certificate of Degree of Indian Blood (CDIB) – one-time submission only.
7. Submit all supporting documents before the midterm deadline established by the Higher Education Division each term. Incomplete student files will not be awarded and funds will not be dispersed until final grades are posted and an official transcript is received indicating satisfactory academic progress (2.5 GPA for undergraduates and 3.0 GPA for graduate students).

- a. Required supporting documents can be found on the cover sheet of the Ho-Chunk Scholarship Application.
8. Ensure that his/her mailing address, email address, telephone number, and other contact information is updated with the Higher Education Division. Immediately notify the Higher Education Division in writing of any changes, including:
  - a. Schedule changes (drops, adds, withdrawals)
  - b. Withdrawals from school
  - c. Degree programs
  - d. Legal name
  - e. Address
  - f. Contact telephone numbers
  - g. Email address(es)
9. Submit an official transcript at the student's expense each academic term to close out credits funded by the Higher Education Division. **Failure to do so suspends any further funding until an official transcript has been received.**
  - a. Unofficial transcripts may be accepted on a temporary basis in extraordinary circumstances. Students must also provide proof of payment that an official transcript has been ordered for that term.
  - b. Electronic transcripts are accepted. Please note that electronically submitted transcripts must be sent from the student's institution and/or its clearinghouse service. Electronic transcripts sent directly from the student will not be accepted due to concerns related to authenticity.
  - c. Transcripts sent via postal mail must be addressed to:

Ho-Chunk Nation  
Attn: Higher Education Division  
P.O. Box 667  
Black River Falls, WI 54615
10. Students are responsible for notifying the Higher Education Division if they change schools and must submit a new Ho-Chunk Scholarship Application for the school they plan to attend by the first day of class at their new school. The Ho-Chunk Scholarship Application gives the Higher Education Division permission to communicate with the school on the student's behalf.
11. Students must submit a copy of an approved consortium agreement if they are attending more than one academic institution during the same term.

## **F. Academic Requirements**

Students will be required to maintain satisfactory academic progress by completing all credits funded by the Higher Education Division, and to maintain a satisfactory term grade point average (GPA), which will determine continuation of Ho-Chunk Scholarship funding. GPAs will be established by degree program as follows:

1. Undergraduate/technical program students must maintain a 2.5 minimum GPA on a 4.0 scale each term or term equivalent.
2. Graduate students must maintain 3.0 minimum GPA standard on a 4.0 scale (9 credits or FTE). Professional students' (J.D./M.D./D.D.S.) statuses will be determined based upon the academic institution's definition of good standing. Many professional schools grade on a curve and the student may be in good standing with his/her institution, yet not meet the 3.0 or 2.0 GPA requirement.
3. Schools using alternative grading such as pass/fail or credit hours will have a satisfactory academic progress equivalency scale established by the Higher Education Division. For inquiries, please contact the Higher Education Division.
4. Students may be placed on either probation or suspension for failure to earn the required GPA. Full-time credits will be established by degree as stated below.
  - a. Undergraduate/technical program students with a term GPA of 1.5 up to 2.499 will be placed on probation.
  - b. Graduate students with a term GPA of 2.0-2.999 will be placed on probation.
  - c. Undergraduate/technical program students with a term GPA below 1.499 will be suspended.
  - d. Graduate students with a term GPA below 2.0 will be suspended.
  - e. Professional students' (J.D./M.D./D.D.S.) statuses will be determined based upon the academic institution's definition of good standing. Many professional schools grade on a curve and the student may be in good standing with his/her institution, yet not meet the 3.0 or 2.0 GPA requirements of the Ho-Chunk Scholarship, as mentioned above.
5. Students must successfully complete all of the credits for which the Higher Education Division has provided funding.
  - a. Students who do not complete all of the credits for which they were funded will be placed on probation.
  - b. Students placed on probation maintain eligibility for continued funding.
  - c. Students placed on suspension are ineligible for funding until they return to good standing with the Ho-Chunk Scholarship Program.
  - d. Students who do not complete at least half of the credits for which they were funded will be suspended.
  - e. Students who do not meet all of the probation requirements as listed in their Higher Education Division Probation Letter will be suspended.
6. Students on suspension are ineligible for Higher Education Scholarship funding until they are brought back into good standing. **Students on suspension status must rely on other funding sources.**
7. To be reinstated for continued funding (with the exception of students who qualify for the "H. Forgiveness Policy"), students must complete the equivalent number of

credits they were funded during the term of academic suspension. Students should refer to their suspension letter for specific reinstatement requirements.

8. Students must be in good standing or on probation before the start of the academic term to receive a scholarship.
9. Students are not able to reimburse the Higher Education Division for credits funded to avoid probation and/or suspension after the term. When funding is returned by the school, attempted credits will be adjusted accordingly. If overpayment is sent directly to the student in error, repayment is required to be eligible for further scholarship consideration.

### **G. Appeals to the Scholarship Program**

The appeals procedure is a formal process for requesting consideration to an official decision, not an informal conversation with a staff member. An applicant who has been placed on probation, suspension, or denied funding by the Higher Education Division will receive written notice and may then file an appeal. To file an appeal, students must complete the steps in “VI. Appeals Procedure.”

1. It is the student’s responsibility to ensure that all his/her mailing address, email address, telephone number, and other contact information is updated with the Higher Education Division so that notice can be sent to the student.

### **H. Forgiveness Policy**

Students who have been suspended (e.g. transcript suspension, academic suspension, etc.) for ten or more years, may reapply to the scholarship program and will be considered for reentry on a probationary status.

### **I. Length of Funding Eligibility**

Students are eligible for a specific number of full-time terms to attain their educational goals. Part-time credit coursework will be **prorated** in accordance with the chart on the next page.

<b>Undergraduate Credits Prorated by Term Type</b>		
Credits	Semester	Quarter to Semester Equivalent
1-5	.25	.166/.167
6-8	.5	.333/ .334
9-11	.75	.5
12 +	1	.666/ .667
<b>Graduate Credits Prorated by Term Type</b>		
Credits	Semester	Quarter to Semester Equivalent
1-3	.25	.166/ .167
4-6	.5	.333/ .334
7-8	.75	.5
9 +	1	.666/ .667

<b>Maximum Funding Eligibility Chart</b>	
<b>Degree or Award type</b>	<b>Eligibility Limits</b>
Technical Diploma or Associate Degree	Maximum of six semesters (or equivalent)
Transfer or 2+2 Program(s)	Maximum of six semesters (or equivalent) to complete Freshman/Sophomore courses and an additional four remaining terms to complete Junior/Senior coursework, not to exceed ten semesters (or equivalent)
Bachelor's Degree	Cumulative undergraduate maximum of ten semesters (or equivalent)
Master's Degree	Maximum of six semesters (or equivalent) two academic years of study and one year to complete thesis/project/presentation
Juris Doctorate (J.D.)	Cumulative graduate program maximum of eight semesters (or equivalent) four academic years of study calculated with previously funded graduate level coursework
Academic/Professional Doctoral Degree (Ph.D., Ed.D., etc.)	Cumulative graduate program maximum of ten semesters (or equivalent) three academic years of study and two years to complete dissertation work
Professional Medical Degree (MD, DDS, DPT, DNP, etc.)	Cumulative graduate program maximum of ten semesters (or equivalent) is allowable upon submission of a detailed academic plan

## **II. Summer Scholarship**

### **A. Purpose of Program**

The Summer Scholarship is for students who take summer coursework at a Title IV regionally accredited academic institution. The summer coursework must apply to degree completion.

### **B. Eligibility and Requirements**

In order to receive funds from this program, both the student and the institution must meet eligibility criteria (see “B. Eligibility and Requirements” in Section I).

### **C. Application Requirements**

Summer Scholarship Applications can be obtained from the Higher Education Division online at [www.ho-chunknation.com](http://www.ho-chunknation.com), or by contacting the Education Department at (800) 362-4476. A complete academic file requires all of the following:

1. Summer Scholarship Applications **must be received no later than the first day of class.**
  - a. Incomplete or illegible applications will not be processed. The applications will be sent back to the student to resubmit and/or edit.
  - b. Applications and supporting documents may be submitted electronically to [higher.education@ho-chunk.com](mailto:higher.education@ho-chunk.com), including the official transcript. Electronic transcripts must be sent directly from the school or the institution’s clearinghouse, not the student. Electronic transcripts are not accepted from the student due to authenticity concerns.
  - c. Summer terms have varying start dates at many institutions. Students will be considered for a scholarship for each summer term, provided the student’s application is received before the first day of class for that term.
2. Submit a copy of the school’s itemized billing statement for the current term.
3. Submit a copy of the letter of acceptance/admission for new, transfer, and reentry students (refer to “B. Eligibility Requirements” in section I).
4. Submit a copy of a valid class schedule showing: student name, school name, academic term, courses, and number of credits.

### **D. Summer Scholarship Award Determination**

The Summer Program is based on the student’s direct cost of tuition, required fees, and books not to exceed the annual program maximum: \$3,500 for undergraduates and \$9,000 for graduate students. Summer students will be considered for living expenses on a prorated basis.

### **E. Student Responsibilities**

Failure to provide correct information may delay and/or suspend the funding process with the Higher Education Division.

**F. Academic Requirements**

Can be found on page 10.

**G. Appeals Procedure for Summer Scholarship**

An applicant who has been placed on probation, suspension, or denied funding by the Higher Education Division may file an appeal for summer scholarship awards. To file an appeal, students must complete the steps in “VI. Appeals Procedure.”

**H. Length of Summer Funding Eligibility Chart**

<b>Degree</b>	<b>Maximum Terms of Funding</b>
One-year degree/certificate	1 term
Associate’s Degree	3 terms
Bachelor’s Degree	6 terms
Master’s Degree	8 terms
Professional/Doctoral Degree	10 terms

\* Terms are calculated cumulatively

# **SUPPORT PROGRAMS**

## **College Access Program**

Application fee reimbursement

Testing fee reimbursement

American Indian Law Center's Pre-Law Summer Institute

## **Special Request Program**

Graduation Achievement Award

Study Abroad

Professional Development

Required Travel (Distance Education Students)

## **Postsecondary Student Loan**



### **III. College Access Program**

#### **A. Purpose of Program**

The purpose of the College Access Program is to assist Ho-Chunk members with payment of fees necessary to gain acceptance into a Title IV regionally accredited institution. These fees include entrance preparatory courses, entrance exams/tests, and application fees.

1. Preparatory courses are courses that prepare the student for a specific **entrance exam**, e.g. the COMPASS, Accuplacer, ACT, SAT, GRE, GMAT, LSAT, MCAT, etc.
2. The American Indian Law Center's Pre-Law Summer Institute is eligible for this program. This will be sent directly to the American Indian Law Center in one payment upon the student's enrollment.

#### **B. Eligibility and Requirements**

1. Ho-Chunk Nation enrolled students must meet the following eligibility requirements to receive funding under this program:
  - a. Complete and submit a College Access Program Application and supporting documentation.
  - b. Submit a copy of test exam results, transcripts, and receipts of payment for reimbursement within one year of test date. Documents must be received prior to reimbursement consideration.
  - c. All applicants, except currently enrolled high school students requesting payment or reimbursement of testing fees, are required to complete an a Ho-Chunk Scholarship Application, and must have a Certificate of Degree of Indian Blood (CDIB) on file.
2. The College Access Program does not pay for enrollment deposits or registration deposits because those are paid by the Ho-Chunk Scholarship.

**C. College Access Program Funding Chart**

Test/Exams and Preparatory Course Fees	Technical College (2-year)	College (4-year)	Graduate	Maximum Funding Approved
Application fees	2 fees	4 fees	6 fees	
GED/HSED test				Up to \$200
SAT/ACT*	*See note below			Up to \$150
SAT/ACT Prep Course*				Up to \$150
COMPASS/Accuplacer*	2 fees			Up to \$75
Prerequisite Coursework**	4 courses	4 courses	3 courses	Prorated; not to exceed one full-time term
Graduate Entrance Exam			2 fees	Up to \$500
Graduate Exam Preparatory Course				\$2,000 Maximum Half paid upon approval remainder paid after enrollment
American Indian Law Center Pre-Law Summer Institute	N/A		1 fee	Up to \$2,000 Paid in one payment upon enrollment

\* High school testing can be taken in both the student's junior and senior year

\*\* Intended for prerequisite class for entrances purposes

School Level	Test Type	Test Description
High School	HSED	High School Equivalency Diploma
	GED	General Equivalency Diploma
Undergraduate	SAT	Formerly Scholastic Aptitude Test
	ACT	Formerly American College Test
	COMPASS/Accuplacer	Placement Test
Graduate	GRE	Graduate Records Exam
	LSAT	Law School Admissions Test
	MCAT	Medical College Admissions Test
	GMAT	Graduate Management Test
	MAT	Miller Analogies Test

## IV. Special Requests Program

### A. Purpose of the Program

The Special Requests Program provides enrolled Ho-Chunk students attending Title IV regionally accredited institutions with achievement incentives for degree completion, funding for study abroad programs, and funding for professional development opportunities, (e.g. degree-related conferences, research costs, required travel, and workshops).

### B. Graduation Achievement Award Eligibility and Requirements

Ho-Chunk members may be eligible if they meet the following criteria:

1. A completed Special Request Application, and an official transcript must be received by the Higher Education Division within one calendar year from degree conferral date.
2. Close out all previous services/terms funded by the Higher Education Division, excluding Postsecondary Student Loans that are in satisfactory repayment status.
3. Provide a copy of the diploma from a Title IV regionally accredited postsecondary school within one year of degree conferral date.
4. Complete and submit a W-9 tax form within one calendar year of degree conferral date.
5. All documents must be received before the Graduation Achievement Award can be considered and processed. Students who receive Higher Education Division Achievement Awards are not eligible for monetary graduation achievement awards from other Ho-Chunk Nation programs.

### C. Graduation Achievement Award Disbursement

Recipients may receive a Graduation Achievement Award for each progressive degree earned. The amount awarded for certificates, associate's, and bachelor's degrees may not exceed the **cumulative award total** for each progressive degree level attained. However, advanced degrees (master's, Juris Doctorate, and doctorates) will be awarded the full amount listed below:

Degree	Amount
One-year certificate or diploma	\$300
Associate degree	\$750
Bachelor's degree	\$1,500
Master's degree	\$3,000
Juris Doctorate	\$4,000
Doctorate	\$5,000

#### **D. Study Abroad**

Study abroad is a program in which students attend school in a country outside the United States of America and receive academic credit toward their degrees. The most common forms of study abroad include: exchange programs, direct study abroad, intensive language programs, faculty-led programs, international student teaching, and teaching licensure.

#### **E. Professional Development**

Professional development provides students with funding to attend conferences and workshops, join professional societies related to their degree programs, and other experiences that strengthen professional skill sets including required research (e.g. theses and dissertations) and other scholarly activities.

#### **F. Proctoring Exams**

The Higher Education Division may be able to provide proctoring services for required tests/exams with advanced notice at no cost. **The Higher Education Division will not pay for proctor fees offered by outside agencies.** All requests for proctoring services will be reviewed on a case-by-case basis. Interested students should contact the Higher Education Division office.

#### **G. Licensure Expense Assistance**

The Higher Education Division may reimburse approved costs associated with **initial** professional licensures for professions such as PK-12 teachers, social workers, lawyers, doctors, Certified Nursing Assistants (CNA), etc. The program does not pay for renewals of existing licenses. Licensure expense requests must be received by the Higher Education Division within one calendar year from degree conferral date.

#### **H. Required Travel Expenses for Distance Learning Students**

The Higher Education Division may **reimburse** approved costs associated with travel required for an online student to complete in-person coursework for a necessary program-specific course. Required travel expense reimbursement subject to approval by the Higher Education Division.

These funds do not apply to students who commute regularly (e.g., daily/weekly) to their academic institution.

#### **I. Eligibility and Requirements for Professional Development, Study Abroad, and Required Travel.**

1. Complete and submit current Ho-Chunk Scholarship and Special Request Applications.
2. Be enrolled in a Title IV regionally accredited postsecondary school as a degree-seeking student.
3. The Special Requests Program has rigorous academic eligibility requirements for students. Specifically, undergraduate students must maintain a 2.75 term GPA.

Graduate students must maintain a 3.25 term GPA and cannot be on probation or suspension with the Higher Education Division.

4. Study Abroad degree credits must apply toward degree completion.
5. Provide documentation on how the professional development experience, study abroad, or required travel is related to the student's degree area.
6. Provide a written budget breakdown of the total expenses.
7. Professional development funding may be used for the following purposes:
  - a. Travel expenses.
  - b. Lodging expenses.
  - c. Professional memberships.
  - d. Will not reimburse for meals, alcohol, cigarettes, ATM receipts, etc.
8. Study abroad funding may be used for the following purposes:
  - a. Tuition, required fees, and books.
  - b. Travel expenses associated with the trip.
  - c. Lodging expenses associated with the trip.
  - d. Other expenses associated with the study abroad experience may be considered.
  - e. Will not reimburse for meals, alcohol, cigarettes, ATM receipts, etc.
9. Required Travel funding may be used for the following purposes:
  - a. Lodging expenses associated with the travel.
  - b. Gas expenses associated with the travel.
  - c. Food expenses associated with the travel.
  - d. Will not reimburse for alcohol, cigarettes, ATM receipts, etc.
10. Provide a detailed, written, or multimedia trip report within two weeks after return from the conference/workshop or within one month for study abroad.
  - a. Failure to submit required trip report will result in scholarship suspension until the report is received.

#### **J. Professional Development and Study Abroad Disbursement**

1. Maximum funding amount for professional development is not to exceed \$1,000 per conference/workshop/professional membership per academic year. For further information, see chart on page 21.
2. Maximum funding amount not to exceed \$3,000 per Study Abroad program.
3. Undergraduate student disbursement is based on grade status and earned credits toward degree (please refer to chart below for program eligibility). **Priority will be given to undergraduate students for study abroad.**

4. Graduate students are eligible to participate in a conference/workshop each academic year, though preference will be given to undergraduate students.
5. Graduate students will be eligible to participate in study abroad **once per graduate degree**.
6. All graduate students are eligible for a combined total of \$1,000 per year for Professional Development and Required Travel.

**K. Special Request Eligibility Chart**

<b>Undergraduate Students</b>			
<b>Credits</b>	<b>Degree Status</b>	<b>Year</b>	<b>Eligibility</b>
1-30	Freshman	1 <sup>st</sup>	One professional development experience and/or study abroad while in Freshman and Sophomore status
31-60	Sophomore	2 <sup>nd</sup>	
31-90	Junior	3 <sup>rd</sup>	One professional development experience and/or study abroad while in Junior or Senior status
91-120+	Senior	4 <sup>th</sup> +	

<b>Graduate Students</b>	
Master's degree	Up to three years of Professional Development, Required Travel, & one Study Abroad
Juris Doctorate	Up to three years of Professional Development, Required Travel, & one Study Abroad
Ph.D./MD/DDS/PharmD/Ed.D.	Up to three years of Professional Development, Required Travel, & one Study Abroad

## V. Postsecondary Student Loan Program

### A. Purpose of the Program

The Postsecondary Student Loan Program is designed to provide financial assistance for specific educational purposes for Ho-Chunk students. The support program is designed to help students overcome academic barriers related to their postsecondary education.

1. Costs must be for an education-related purpose, not for personal expenses. The Higher Education Division will have final determination as to what constitutes education-related expenses.
  - a. Understanding that this program may not be ideal for all, students whose needs are beyond the scope of this program should contact the Ho-Chunk Nation Loan Department for additional financial opportunities, including the Per Capita Advance Loan or Ho-Chunk Employee Loan.
2. Eligible students may receive a no-interest loan not to exceed \$2,500.
3. Additional information will be required for approval for each allowable expense: receipts, budget breakdown, lease agreements, and default plan. The Postsecondary Student Loan may be used for the following purposes only:
  - a. Tuition, required fees, and books, if the applicant is not eligible for other educational aid
  - b. Computer purchase and related equipment
  - c. Educational equipment (e.g. uniforms, tools, etc.)
  - d. Relocation costs
  - e. Defaulted student loans
  - f. Unpaid bill/outstanding balance at prior or current academic institution
  - g. Professional development or study abroad
  - h. **The Higher Education Division has final determination as to what constitutes education-related expenses.**

Note: The Postsecondary Student Loan shall NOT be used for any of the following purposes: Fees, fines, legal expenses, child support payments, personal emergencies or expenses, etc.
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### B. Eligibility and Requirements

Voluntary disclosure of applicant information is required to obtain a Postsecondary Student Loan. Failure to provide requested information may result in a delay or denial of a Postsecondary Student Loan application. All applicants shall be pre-screened and must meet the following eligibility criteria:

1. Be at least 18 years of age.
2. Be currently enrolled at a Title IV regionally accredited institution.

3. Complete and submit Postsecondary Student Loan Program Application, Ho-Chunk Scholarship Application, billing statement (if applicable), and class schedule (if applicable).
4. Complete and submit other supporting documents requested by the Higher Education Division.
5. Have no more than one Postsecondary Student Loan active at a time.
6. Have sufficient Per Capita funds available for repayment of the Postsecondary Student Loan as verified by the Treasury Department.
7. No co-signers will be allowed.
8. Student must have a positive loan history with the Education Department, (e.g. no previous PSSSLs in default, etc). A negative loan history may make a student ineligible for the PSSSL.

### **C. Funding Process**

1. Applications must be complete and shall be screened on a first-come basis.
2. Postsecondary Student Loan disbursement may take up to thirty to be processed and mailed to the vendor after all documents are received and reviewed by the Higher Education Division.
3. The number of loans available each year will be determined by the availability of funding.

### **D. Loan Repayment**

All Postsecondary Student Loan repayments shall be made in the following manner:

1. Loan repayment shall commence with the next Per Capita disbursement immediately following the Postsecondary Student Loan Award at a rate of \$500, and continue at \$500 payments with every subsequent Per Capita distribution until the loan is paid in full.
2. The Higher Education Division may assess a penalty of 10% of the original loan amount to be added to the loan balance of any borrower who defaults in any payment, and misrepresents or omits material information on the application.
3. In the event there is no payment made or an inadequate payment is made from Per Capita funds, the student borrower is responsible to make the scheduled \$500 payment to the Higher Education Division within two weeks.



## E. Student Borrower Responsibilities

1. Student Borrowers are required to maintain enrollment for the academic year (e.g. September through May), excluding summer term.
  - a. **Exception:** Graduation during the repayment of the loan. The student is still responsible to continue paying the outstanding balance of the loan. Graduation will not place the loan in default.
2. Student Borrowers must provide the Higher Education Division a current schedule verifying enrollment one month prior to each quarterly Per Capita payment or be considered in default.
3. Student Borrowers are required to submit a written explanation of any changes affecting their Postsecondary Student Loan.
4. Student Borrowers are required to immediately report, in writing, to the Higher Education Division any changes of their name, address, phone number, transfer to another school, leave of absence, withdrawal from school, and/or new graduation date.
5. Loan repayment to the Ho-Chunk Nation shall be secured by the Student Borrower's Per Capita disbursement per agreement in the Per Capita Waiver and Assignment statement to the Higher Education Division. The Student Borrower is solely responsible for repayment of the Postsecondary Student Loan to the Ho-Chunk Nation. No co-signers will be allowed.

## F. Default of Loan

The Higher Education Division will declare Student Borrowers in default of their Postsecondary Student Loan if payments are not made on every Per Capita disbursement date and an outstanding scheduled payment balance is remaining after two weeks. In addition, falsification of and/or failure to disclose pertinent information or misuse of funds breaches the loan agreement and constitutes a default.

1. The entire unpaid amount of a Student Borrower's loan will become due after two weeks.
2. The Higher Education Division may assess a penalty **up to** 10% of the original loan amount to any Student Borrower who has failed to meet the requirements, misrepresents or omits information, does not maintain enrollment in school, or does not have sufficient funds for repayment.

Note: Student borrowers with a history of defaulted loans may jeopardize approval of future Postsecondary Student Loan borrowing capability
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## G. Appeals

Appeals may be filed in accordance with "VI. Appeals Procedure".

## VI. Higher Education Division Appeals Procedure

An applicant who has been placed on probation, suspension, or denied funding by the Higher Education Division may file an appeal. Failure to complete the steps outlined below may affect the outcome of the appeal.

1. Submit an appeal letter with supporting documentation (including degree audit form from the student's institution) within thirty calendar days of the date of a letter of probation, suspension, or denial to [higher.education@ho-chunk.com](mailto:higher.education@ho-chunk.com) or via postal mail to:

Ho-Chunk Education Department  
Attn: Executive Director  
P.O. Box 667  
Black River Falls, WI 54615

2. The student's appeal letter must clearly outline relevant extenuating circumstances, the reason(s) s/he has chosen to appeal, and the **specific action** the student requests the Higher Education Division to take.
  - a. Example of specific action: A student may request that his/her suspension is overturned and that s/he is reinstated into probationary status.
3. The Executive Director of Education will determine the outcome of a student's appeal in conjunction with the Higher Education team.
4. After review, the Executive Director's decision will be mailed. If additional information is requested, it must be submitted within the timeframe stipulated by the Executive Director.
  - a. It is the student's responsibility to ensure that all contact information is updated with the Higher Education Division.

## VII. Employee Relations Act

The Employee Relations Act protects the employees of the Ho-Chunk Nation from abusive treatment. In accordance with the Employee Relations Act, the Nation reserves the right to deny services and entry to the Nation's property to members of the public, visitors, and employees who are physically and/or verbally abusive or disruptive of services and operations.

## VIII. Student Support Services

The Ho-Chunk Nation Education Department is committed to the success of all students. Students with education-related disabilities (or those who believe they may have a disability) who require additional assistance, accommodations, or support are encouraged to contact the Education Department's Disabilities Director and the Higher Education Division at (800) 362-4476.