

MILLE LACS BAND OF OJIBWE HIGHER EDUCATION OFFICE

Terms and Policies

Purpose:

The Higher Education Scholarship Office assists Mille Lacs Band of Ojibwe enrolled members and their children pursue their higher educational goals.

A. Eligibility Requirements

- Scholarship funds may be awarded to enrolled Band members, direct descendants of Band members, and Band member children.
- Band members and their children are eligible for “Unmet Need” as determined by the financial aid office of the learning institution student will be attending with limited funding of \$100,000 per student.
- An applicant for Higher Education financial assistance from the Band must complete a FAFSA (application for federal student aid) and seek other sources of scholarship assistance as a MLB scholarship is a resource of last resort.

Band enrollment status will be verified. For your enrollment number or status, you may contact the Enrollments Office at (320) 532-4181.

B. Required Documents

- 1. Proof of high school diploma or General Education Diploma (GED).**
- 2. Proof of acceptance into an accredited vocational program or degree granting college/university.**
 - Admission fees to colleges, universities, and technical schools are the responsibility of the student.
 - Students returning to education must have transcripts from each school previously attended on file with the Higher Education Office.
- 3. A completed Student Education Plan (SEP).**
 - The SEP is required of every student and is not dependent upon whether or not the student has chosen a major or a specific program of study. The SEP must be updated and resubmitted each academic year. Student progress is monitored by the Higher Education Scholarship Office.

- Undergraduate students who attend full-time are expected to complete an associate degree program within eight (8) quarters or five (5) semesters. Students who are attending a bachelor program full-time are expected to complete a program in fifteen (15) quarters or ten (10) semesters. Part-time students' progress requirements will be determined on a case-by-case basis according to their individual SEP.
4. **A completed Mille Lacs Band Higher Education Application.**
 - *Application must be completed once a year prior to the deadline date of the semester/quarter for which the student wishes to receive funding. The student must indicate on the form all semesters/quarters the student intends to take classes in that academic year.*
 5. **A completed Consent for the Release of Confidential Information Form.**
 - The student must sign this form as it provides authorization for Higher Education Scholarship Office Staff to contact the student's college/university regarding grades, tuition statements, scholarship payment information, etc.
 6. **A completed Authorization and Agreement Terms Form.**
 - The student must sign this form and submitted to the Higher Education Scholarship Office. By signing this form, the student acknowledges they understand the terms and policies of the Higher Education Scholarship Program.

All required forms must be completed and submitted to the Higher Education Scholarship Office before a scholarship is approved.

Note: The student must make all inquiries of the Higher Education Scholarship Office. Anyone else calling on behalf of a student must have a signed Consent for the Release of Confidential Information form on file with the Higher Education Scholarship Office.

C. Funding Requirements

- *Part-time students must submit tuition statements to the Mille Higher Education Office.*
- *Students must maintain an overall Grade Point Average (GPA) of 2.0 or better with no incompletes, withdrawals or failing grades.*
- *To receive a scholarship for upcoming terms within the same academic year, previous semester/quarter grades must be on file with the Higher Education Scholarship office.*
- *Students must submit a class schedule every semester/quarter. The student must immediately notify the Higher Education Office of any changes to the schedule after it has been submitted.*

The following are deadline dates for receiving the Mille Lacs Band of Ojibwe scholarship applications:

Fall semester/quarter-----August 15th
Winter/spring semester/quarter-----December 15th
Summer semester/quarter-----May 15th

- Undergraduate students will be granted **up to a maximum of \$16,000.00 for each academic year** of full-time enrollment regardless of actual expenses. Part-time students will only receive the actual cost of tuition, books, and tuition-related fees, not totaling over **\$16,000.00 for the academic year**. For a full-time student, the scheduled disbursement is as follows:

For schools that use the semester system:

- \$6,000 - fall semester; \$6,000 - spring semester
- If attending summer: \$4,000

For schools that use the quarter system:

- \$4,000 - fall quarter; \$4,000 - winter quarter; \$4,000 - spring quarter
- If attending summer: \$4,000.

**Note:* If the student does not check the summer option on the Higher Education Office Application and later decides to attend summer session, the student will not qualify for additional funding beyond the \$16,000.00 maximum.

- Books and required supplies for classes paid for by the student are reimbursed. Reimbursement for the actual cost of books and required supplies for classes (course syllabi required) will be a maximum of **\$600.00 per semester or \$400.00 per quarter**. Receipts must be submitted to the Higher Education Scholarship Office prior to funds being disbursed. *Note:* The Higher Education Scholarship Office will not reimburse state and city taxes and/or shipping and handling fees.

**Required supplies means only supplies, which are required for the course such as clay, paint, paintbrushes, etc., for an art class or tools for mechanics. Not covered are routine supplies, for example: pens, pencils, notebooks, book bags, computers, clothing, parking passes or city bus passes.*

Full-Time/Part-Time Status Determination

Full-time status is enrollment in twelve (12) or more credits per semester/quarter. Part-time status is less than twelve (12) credits per semester/quarter.

Students enrolled for six (6) or more credits during a summer session are considered full-time status. Students enrolled for five (5) or less credits during a summer session are considered as part-time status.

D. Trial Quarter/Semester Status

The minimum standard for a student who does not complete a class is: a passing grade (*a passing grade is a grade other than a withdrawal (W), incomplete (I), failing grade (F)*) which the Mille Lacs Band Higher Education Office has awarded funding, the student will be allowed to attend the upcoming quarter/semester, but they will be on **trial quarter/semester**.

- While on **trial quarter/semester**, the Higher Education Scholarship Office will **only** pay tuition, books, and tuition related fees and required class related supplies. The maximum amounts of up to \$12,000.00 per academic year for tuition and fees, and \$600.00 per semester or \$400.00 per quarter for books still apply.

The second **consecutive** semester/quarter that a student does not complete a class (i.e. withdrawal, incomplete, failing grade (F), the student shall then be placed on **academic probation**.

E. Academic Probation

While on Academic Probation the student is **NOT ELIGIBLE** for funding through the Higher Education Office.

- Funding will be the sole responsibility of the student once they are placed on Academic Probation.
- Students will remain on Academic Probation until successful completion of **one** quarter/semester according to Higher Education Scholarship Office policy standards.
- If the student chooses not to attend college after being placed on probation status, they will remain on academic probation for one (1) year, contingent upon Higher Education Administrative review. Following the probationary period, the student is again eligible for funding on a trial quarter/semester basis. The student is able to appeal the probationary period due to extenuating circumstances.

F. Online Programs of Study

Students who intend to enroll **in** internet online classes must provide the Higher Education Scholarship Office with the following:

1. Approval by the Higher Education Scholarship Office. Approval must be obtained **before** enrolling in classes. If classes are not approved before enrolling, tuition will be the student's responsibility.
2. Proof that internet course is from an accredited college/university.

G. Travel Abroad Criteria and January-Term Requirements

College Students (Post-Secondary)

1. Must be at full-time status.
2. Must have cumulative GPA of 2.0 or higher and be at sophomore level or higher.
3. Program must be related to Student Education Plan (SEP). The courses taken must be relevant to the degree program.
4. January Term tuition/costs will be deducted from the scholarship award for the current school year. The student should alert the scholarship program prior to the Fall semester of the prospective school year if they intend to participate in travel abroad and January-Term programs.
5. Subject to review by the Commissioner of Education.

Students who travel abroad will represent the Mille Lacs Band of Ojibwe. An essay or photos for publication in the Mille Lacs Band online and print media (i.e., newspapers, website) will be required from each student.

H. Academic Achievement Awards

To be considered for an academic achievement award:

- Students must have completed their program or major after September 1, 1996.
- Students must submit a copy of their degree/diploma along with an application for an academic achievement award to the Higher Education Office. Payment will not be processed without a copy in file.

The following awards qualify:

- 1) High School Diploma: \$500.00
- 2) General Educational Development Diploma (GED) up to age 25: \$500.00
- 3) Vocational/technical diploma/certification; program *must* be a minimum of 24 credits hours: \$1,000.00

- 4) Associate degree (AA or AAS): \$2,000.00
- 5) Bachelor degree (BS or BA): \$4,000.00
- 6) Graduate degree (master or doctoral): \$6,000.00

*Only one award in each category will be paid. For example, if a student receives an AA degree and an AAS degree, the student will be paid for one degree only. The same applies to bachelor and graduate degrees.

I. Graduate and Post-Graduate Degree Programs

Eligibility Requirements:

- Must be an Enrolled Mille Lacs Band member or children of a Band Member.
- Must meet Higher Education Office eligibility requirements.
- Proof of bachelor degree from an accredited college/university.
- Proof of acceptance to an accredited graduate degree program.
- Students must maintain a grade point average (GPA) of no less than 2.75 in order to be eligible for the succeeding semester. Proof of grades must be turned in to the Higher Education Scholarship Office immediately upon receipt.
- Students are required to complete the graduate degree program within the time frame allotted for such program as noted in their Student Education Plan (SEP). For example, if a student seeks a degree from a master program, the student must complete such program within two years as a full-time student.

Maximum Award Amounts:

1. Maximum award is \$24,000.00 per 12 months school year for Band member students. This can be broken down into the following:
 - \$9,000 - fall semester; \$9,000 - spring semester
 - If attending summer school Full-time: \$6,000
- Scholarship funds may be awarded to enrolled Band members, direct descendants of Band members, and Band member children.

- Band members and their children are eligible for “Unmet Need” as determined by the financial aid office of the learning institution student will be attending with limited funding of \$100,000 per student.
 - An applicant for Higher Education financial assistance from the Band must complete a FAFSA (application for federal student aid) and seek other sources of scholarship assistance as a MLB scholarship is a resource of last resort.
2. A student enrolled in a degree fast-track program may be eligible for additional funding and based on additional tuition and book costs due to a higher volume of coursework in a reduced timeframe.
 3. In addition, reimbursement for books and required supplies (course syllabi required) will be up to \$800.00 per semester or \$600.00 per quarter. Receipts are reimbursable to the student or paid to the higher learning institution if charged to the student’s school account.

Application Deadline:

- A minimum of one month prior to the start of graduate program.

J. Send All Information To:

Mille Lacs Band of Ojibwe Higher Education Office
43408 Oodena Drive
Onamia, MN 56359

If you have questions regarding your scholarship/award, please contact:

Mille Lacs Band of Ojibwe Higher Education Office
MLB.Scholarships@millelacsband.com
(800) 709-6445 or (320) 532-4181 ex. 4775
Fax: (320) 532-7826

All Higher Education Office forms are available online:

www.millelacsband.com

