



**RINCON EDUCATION SCHOLARSHIP PROGRAM
(RESP)**

POLICIES & PROCEDURES MANUAL

AUGUST 16, 2007

REVISED SEPTEMBER 10, 2009

PURPOSE	1
GOAL AND OBJECTIVE	1
I. POLICIES, PROCEDURES & APPLICATION FORMS	2
A. DEFINITION SECTION	2
Academic Accreditation	2
Annually	2
Applications to Colleges	2
Books & Supplies	2
Contact	2
Cultural Enhancement Course	2
Educational Cost	2
Educational Endeavor	2
Educational Commitment Essay	2
Eligible Education Institution	3
Full-Time Student	3
G.E.D.	3
Good Standing	3
Grant vs. Loan	3
Living Expenses	3
Personal Items	3
Part-Time Student	3
Recreational Course	3
Release of Information	3
Student Fees	4
Supporting Documentation	4
Tuition	4
University/College	4
Verification	4
Vocational/Trade School	4
B. ELIGIBLE TRIBAL MEMBERS	4
C. PRIORITIES	4
D. DISBURSEMENT RULES	5
E. REIMBURSEMENT RESPONSIBILITIES	5
II. PAST EDUCATIONAL DEBT	7
A. ELIGIBLE TRIBAL MEMBERS	7
B. PRIORITIES	7
C. DISBURSEMENT RULES	7
D. DISBURSEMENT AMOUNT	7
E. INTEREST	7
III. CONFIDENTIALITY POLICY	8
SCHOLARSHIP APPLICATION PACKET	9
PAST EDUCATIONAL DEBT APPLICATION PACKET	13

RINCON EDUCATION SCHOLARSHIP PROGRAM

Policies & Procedures Manual

PURPOSE

The primary goal of the Rincon Education Scholarship Program is to create an educational foundation within, among and for the Rincon Tribal Membership in order to secure the sovereignty of the Rincon Band of Luiseño Indians for time immemorial.

THE GOAL AND THE OBJECTIVE OF THE RINCON EDUCATION SCHOLARSHIP PROGRAM

The Rincon Education Scholarship Program is committed to neither prescribing nor proscribing any intellectual, academic or vocational ambition. As such, the Rincon Education Committee, with the full and unqualified support of the Rincon Tribal Council, is committed to the goal of funding qualified EDUCATIONAL OR VOCATIONAL ENDEAVORS chosen by any eligible Band Member. The objective of this goal is to allow any eligible Band Member the opportunity to exercise his or her personal ambition in order to reinforce the overall intellectual level and or vocational skill of the tribal membership as a whole.

I. POLICIES, PROCEDURES & APPLICATION FORMS

A. DEFINITION SECTION

Academic Accreditation: The university, college or vocational institution must be accredited by a nationally recognized Accreditation Association.

Annually: Calendar year, January 1st through December 31st.

Applications to Colleges: We will pay for the application process fee for only the college accepted to.

Books & Supplies: Costs required for books and supplies required for individual courses which must be paid as a condition of participating and attending specific courses. Computer/printer, software/program upgrades are included. (If you terminate your schooling, the computer/printer must be returned to the Tribal Administration Office in excellent condition.)

Contact: The student is the contact person with Rincon due to the privacy act. It is up to the student to make sure all items requested are submitted.

Cultural Enhancement Course: A course or courses which are directly related to and enhance knowledge of the Luiseño culture.

Educational Cost: The Band through the RESP will provide a scholarship in an amount up to \$50,000 annually, subject to increase on a case-by-case basis by Rincon Tribal Council.

Educational Endeavor: A candidate taking courses leading to a recognized Certification, Associates Degree, Bachelors Degree, Masters Degree or Doctorate.

Educational Commitment Essay: Essay describing your chosen field of endeavor, your ultimate goal(s) for your educational and or vocational/trade school training.

Eligible Education Institution: An eligible educational institution is any college, university, vocational school, or other postsecondary educational institution eligible to participate in a student aid program administered by the Department of Education. It includes virtually all accredited public, nonprofit, and proprietary (private owned profit-making) postsecondary institutions.

Full-Time Student: A student that is taking 12 or more units per quarter/semester at a college or university or who is attending a vocational/trade school and attends 6-8 hours per day for the duration of the course.

G.E.D: General Equivalence Diploma.

Good Standing: The applicant is not in violation of any tribal laws, codes, ordinances, casino, and is current with all financial obligations to the Band.

Grant vs. Loan: Funds provided by the RESP are considered a loan up to the time that the student completes their academic endeavor at which time the loan is forgiven or is considered to be a grant. See Section E – Reimbursement Responsibilities.

Living Expenses: Only a Band Member Student under the age of 21 shall be eligible for living expenses, which shall include monthly rent, not to exceed \$1,000 per month (with rental receipt), and normal utilities for a residential room/unit. If living with others, your rent/utilities will be your percentage, not total amount. Phone is not part of living expenses. Food allowance, outside of dorms, is \$300 per month.

Personal Items: Personal items, including bedding, are not included in the scholarship.

Part-Time Student: A student that is taking less than 12 units per quarter/semester at a college or university or who is attending a vocational/trade school less than 4 hours per day for the duration of the course.

Recreational Course: Qualified educational expenses generally do not include expenses that relate to any course of instruction or other education that involves sports, games or hobbies, or any noncredit course. However, if a course of instruction or other education is part of the student’s degree program, these expenses can qualify.

Release of Information: A release of information statement by the Band Member allowing the Band to access information from the educational or vocation institution to which the Band Member is attending. Schools normally provide their own HIPPA form

for privacy. Student must have on file with the school (possibly each department) a signed form stating that Rincon Band of Luiseño Indians may contact them for information.

Student Fees: Items such as parking permits, bus/train passes, etc. Institutional necessities, such as required clothing (nurse or other uniform required) and are required by the specific institution attending.

Supporting Documentation: All of the enumerated items under the Application contents, are to be used for applying for the benefits under this program.

Tuition: Tuition is the fee required to enroll at or attend an eligible educational institution or vocational/trade school. This fee will be paid to the institution. If a student pays the tuition, required at the time of enrollment, reimbursement will be made to the student. Receipt will be required for reimbursement.

University/College: A recognized and accredited institution which provides for the student to obtain credits in courses leading to a recognized Associates Degree, Bachelors Degree, Masters Degree or Doctorate.

Verification: All items given to Rincon will be verified (i.e., Student information, college information, good standing form, checking room and board, etc.).

Vocational/Trade School: Receiving training which will lead to a certification of competency in a specific skill and/or trade.

B. ELIGIBLE TRIBAL MEMBERS

All Band Members are eligible to access the benefits set out in this Rincon Education Scholarship Program Manual. An eligible Band Member is an enrolled Band Member who has reached the age of 18 years of age or older. The only exception is the circumstance where an enrolled Band Member is under the age of 18 and has completed High School, G.E.D., or their equivalent, and is entering college or a vocational school.

C. PRIORITIES

The priority in funding of applications will be determined on a FIRST-COME, FIRST SERVED BASIS. Priorities shall be:

1. Band Members 18 to 30 years of age;
2. All Band Members;

3. All applications for funds to cover past educational debt will be reviewed after applications for current educational and vocational enrollment have been reviewed and funded.

D. DISBURSEMENT RULES

The Band Member shall fill out an application form for funding. The application is available at the Tribal Administration office and there is one at the end of this manual. Once the application is filled out and submitted with all supporting documentation, and as long as that Band Member is in good standing and in compliance with all of the laws, codes, ordinances and is current with all financial obligations to the Rincon Band of Luiseño Indians, it will be verified by the designated staff. Once the verification process is completed, the Rincon Tribal Government's designated staff will notify the applicant, Director of Tribal Administration and Rincon Tribal Council that the process is complete. The Director of Tribal Administration may then remit the funds to the particular institution or vocational/trade school to which the eligible Band Member is attending.

E. REIMBURSEMENT RESPONSIBILITIES

It is the policy of the Rincon Education Scholarship Program to adopt the rules of each institution or vocational/trade school pertaining to tuition reimbursement. As such, if circumstances arise where an institution or vocational/trade school has been funded by the Rincon Band for an eligible Band Member and that Band Member does not complete the immediate academic term, or fails or is unable to obtain a passing grade in a particular class, that Band Member will be required to reimburse the Rincon Band for funds allocated. These funds will be deducted from the member's per-capita payment in an amount determined by the Rincon Tribal Council or designated staff. In all circumstances the amount deducted from the per-capita payment shall be determined by the appropriate designated staff member of the Band and based on documented financial obligations so that said deduction is not punitive to the particular Band Member, but at the same time enough to reimburse the Rincon Band. Or, the amount may be deducted from the next term/semester due (Staff will work with student). A Band Member may reapply for funds if the Band Member is current with prior educational program financial obligations to the Band (repayment made in full). Circumstances beyond Member's control will be evaluated on a case by case basis by the Tribal Council.

If a Band Member is not receiving per-capita payments because he or she has not reached the age of 21, and receives money from the Rincon Band for his or her education, and then does not complete the class/term for which the funds were allocated, then the amount owing will be deducted from the per-capita payments once the particular Band Member begins to receive his or her per-capita payments. In all circumstances the amount deducted from the per-capita payment shall be a reasonable amount so that said deduction is not punitive to the particular Band Member, but at the same time enough to reimburse the Rincon Band in a timely manner. Under these circumstances where a Band Member is not receiving per-capita payments from the Rincon Band because he or she has not yet

reached the age of 21, he or she may reapply for funds under this program and receive benefits for a subsequent semester, quarter or term at the discretion of the Business Committee.

It is the responsibility of the applicant to submit her/his transcripts/grades after each term/semester to the Band to receive the next term/semester funds due.

II. PAST EDUCATIONAL DEBT

A. ELIGIBLE TRIBAL MEMBERS

All eligible Band Members are entitled to access the benefits set out in this manual. An eligible Band Member is an enrolled Rincon Band Member who has incurred debt on or after January 1, 2004 to attend educational or vocational/trade institution and is currently making, or has paid off, payments to service said debt.

B. PRIORITIES

The priority in funding for past educational debt will be considered only after the other applications for eligible Band Members seeking funds for current educational and or vocational/trade enrollment. Once applications as set forth under **Priorities I. C.** have been reviewed and either funded or rejected, then any remaining funds on an annual basis, may be allocated in the amount specified below on a first-come, first served basis.

C. DISBURSEMENT RULES

The eligible Band Member shall fill out the application form designated for the purpose of Funding Past Education Debt. The application is available at the Tribal Administration office and there is also one located at the back of this manual. Once the application is filled out and submitted with all supporting documentation, and as long as the subject Band Member is in compliance with all of the tribal laws, codes, and ordinances and is current with all financial obligations to the Rincon Band of Luiseño Indians, it will be verified by the Rincon Tribal Council or designated staff. Once the verification process is complete, the designated staff member will notify the Band Member, Director of Tribal Administration and Rincon Tribal Council. At that point the Director of Tribal Administration may allocate funds directly to the particular institution to which the debt remains outstanding, or student if debt is paid off.

D. DISBURSEMENT AMOUNT

All eligible Band Members who are applying for funds to cover past educational debt will be entitled to apply once a year for an amount not to exceed \$5,000, subject to the availability of Rincon Educational Scholarship Program funds.

E. INTEREST

Past Debt will cover loan only.

III. CONFIDENTIALITY POLICY

It is the policy of this program to assure each eligible Band Member that all exchanges of information between the Tribal Administration and the Band Member will be held in strict confidence. As such, unless an eligible Band Member allows for a release of information in writing, all information pertaining to each Band Member that is obtained by the Band as a result of accessing the benefits of this program will be held in strict confidence. Any unauthorized release of information, without the written consent of the eligible Band Member, will be addressed by the Rincon Tribal Council or appropriate designated staff.

RINCON BAND OF LUISEÑO INDIANS

Rincon Education Scholarship Program

Scholarship Application Packet

Goal of the Scholarship:

The goal of the scholarship that is being applied for in the following application form is to pay eligible educational costs of the eligible Band Members of the Rincon Band of Luiseño Indians. The obstacles that will block an award covering eligible educational costs of the eligible Band Members is the funds available for education, an incomplete application, and the Band Member's not in good standing with the Tribe.

Eligibility Requirements:

An applicant must be an enrolled Rincon Tribal Member who has reached the age of 18 or older, or one who is younger than 18 years of age, and has completed high school, or achieved their General Education Degree, and desires to further their education or vocational training. All Band Members are *ineligible* to apply for funds for recreational activities. (Exception: - see page 3, Recreational Course)

Application Procedure:

As stated in the sub-paragraph "C" of section "I" of the Policies and Procedure Manual, the awards granted by this program are done so on a *first come, first served basis*. Consequently, it is imperative that each Band Member who is applying for funds provide a *completed application* as soon as possible. The application form and all required accompanying documentation must be mailed to: **Rincon Band of Luiseño Indians, Attention: (RESP) Director of Tribal Administration, P. O. Box 68, Valley Center, CA 92082**, where it will be date stamped. (It may be emailed or faxed, but the application (one sheet) must be original signature, and mailed). Once an application is received by the Director of Tribal Administration and or designated staff, it will be reviewed for its completeness. If the application is complete, then it may be funded in its entirety to the extent the budget will allow, as long as the Band Member is eligible. At this point in the process, the next application is reviewed and funded or not funded depending upon whether it is complete or not. The grant or denial of the funds under this program is done on a rolling basis until such time as the budget for the program is exhausted. Once the budget for the Rincon Education Scholarship Program is exhausted, all pending applications will be returned to the applicant without review. Once the Rincon Education Scholarship Program budget is again funded, the denied applicants (Tribal Members) will be notified that applications are again being accepted, and the process shall begin once again.

Any application that is incomplete will have an email or letter sent to the student listing items necessary for completion. We will hold applications open for 2 months, if no correspondence; the application will be closed and considered denied. A denial letter to the applicant will list what has made the application incomplete. Please remember that there are three (3) obstacles that will prevent the funding of any application, an incomplete application (even in the slightest degree), budgetary constraints, or a Band Member's violation of one or more of the Rincon Band's tribal laws, codes, ordinances, casino, or outstanding financial obligations to the Rincon Band.

After each quarter/semester, the applicant is to submit to the designated staff a copy of their transcripts/grades. Grades need to be submitted before the next quarter/semester term can be applied for. Upon graduation, a certification/diploma must be submitted to make your loan a grant.

Application Contents:¹

1. Completed Application Form; and
2. Copy of Driver's License, Passport, or other State issued Identification, front side; and
3. Copy of Tribal Identification Card, front and back; and
4. Copy of proof of enrollment at the educational or vocational school; and
5. A Release of Information Form-this form can be obtained from the institution you intend to attend and is necessary so that the Band may verify your progress for each term the Band provides financial support. This form stays with the institution, but the Band needs a statement from student that this has been completed and is on file with the institution; and
6. An educational commitment essay describing your chosen field of endeavor, your educational and or vocational goals, and how this scholarship will help you in furthering your education or vocational skills; and
7. A name and telephone number of an employee of the educational or vocational/trade school to whom a designated staff may call to confirm enrollment, tuition and/or fees, and institutional necessities that are owed for the semester, quarter or term for which funding is being sought; and
8. Good Standing with the Band Check Off Sheet from the Director of Tribal Administration. (If an application is denied because the Applicant did not qualify under the Good Standing clause, Applicant is encouraged to request, in writing, to state their case for reconsideration. They will be put on the Council's Agenda to discuss their request with Tribal Council.)
9. Funding Form

¹ Please note that these numbered items should be used as a check list of necessary items for a COMPLETED APPLICATION.

SCHOLARSHIP APPLICATION

No. _____

(Office Use Only)

Name: _____

Home Address: _____

Mailing Address: (if different from your home address) _____

Home Phone: (if any) _____

Work Phone: (if any) _____

Cell Phone: (if any) _____

E-mail address: (if any) _____

Tribal Enrollment Number: _____

I hereby certify that the information contained on this form is true and correct, and all of the information provided on all other documents that compose my application packet are true and correct to the best of my knowledge.

Tribal Member Signature

Date: _____

Funding Form

For: _____
Name of Student

Contact Person (School): _____

Phone number: _____

_____ Books and Supplies
Amount (receipts required) \$ _____

_____ Living Expenses (under age 21 eligible)
Rent Amount \$ _____
Utilities Amount \$ _____
Dorm Amount \$ _____

_____ Parking Permits (Bus/train)
Amount \$ _____

_____ Institutional necessities required to attend college

Amount \$ _____

_____ Tuition (current quarter/semester) \$ _____

Notes: _____

_____ Approximate amount requesting
for calendar year _____: \$ _____

RINCON BAND OF LUISEÑO INDIANS

Rincon Education Scholarship Program

Scholarship Award Application Packet 2

(PAST EDUCATIONAL DEBT APPLICATION FORM)

Goal of the Award:

The goal of the award that is being applied for in the following application form is to pay, up to \$5,000 annually for past educational debt incurred after January 1, 2004.

Eligibility Requirements:

An applicant must be an enrolled Rincon Band Member who has reached the age of 18 or older, or one who is younger than 18 years of age, who has borrowed money on or after January 1, 2004 to attend any educational or vocational/trade institution and is currently making, or has paid, payments to service said institution debt. An applicant may only apply for funds for past educational debt once a year and under no circumstances will the award be greater than \$5,000 per year.

Application Procedure:

As stated under the section entitled "Past Educational Debt" all applications are reviewed on a *first come, first served basis* after all the applications for current educational or vocational/trade enrollment have been reviewed, funded or denied. The application form and all required accompanying documentation must be mailed to: **Rincon Band of Luiseño Indians, Attention (RESP) Director of Tribal Administration, P.O. Box 68, Valley Center, CA 92082**, where it will be date stamped. (It may be emailed or faxed, but the application must be original signature, and mailed). Once an application is received by the Director of Tribal Administration or designated staff it will be reviewed by the designated staff for its completeness. If the application is complete, then it will be funded to the extent the budget for this program will allow, but under no circumstance will it be funded in an amount greater than \$5,000 annually.

Any application that is incomplete will have an email or letter sent to the student listing items necessary for completion. We will hold applications open for 1 month, if no correspondence; the application will be closed and considered denied. A denial letter to the applicant will list what has made the application incomplete. Please remember that there are three (3) obstacles that will prevent the funding of any application, an incomplete application (even in the slightest degree), budgetary constraints, or a Band Member's violation of one or more of the Rincon Band's tribal laws, codes, ordinances, casino, or outstanding financial obligations to the Rincon Band.

Application Contents:²

1. Completed Application Form; and
2. Copy of Driver's License (front); and
3. Copy of Tribal Identification Card (front and back); and
4. Copy of the contract or other loan documents creating the debt (credit card receipts/institution statements, etc.); and
5. An authorization by the tribal member allowing the Tribe to verify the debt held by the Tribal Member applicant (or current payment statement/download information from school website or banking institution); and
6. An educational commitment essay describing your chosen field of endeavor, your educational and or vocational goal, and how this education, skill or trade is being currently used by the Tribal Member applicant; and
7. A copy of all transcripts from the institution or institutions to which the Tribal Member applicant attended for which past debt funds are being sought (passing class, certification, diploma); and
8. Good Standing with the Band Check Off Sheet from the Director of Tribal Administration. (If an application is denied because the Applicant did not qualify under the Good Standing clause, Applicant is encouraged to request, in writing, to state their case for reconsideration. They will be put on the Council's Agenda to discuss their request with Tribal Council.)

² Please note that these numbered items should be used as a check list of necessary items for a COMPLETED APPLICATION.

PAST EDUCATIONAL DEBT APPLICATION

No. _____

(Office Use Only)

Name: _____

Home Address: _____

Mailing Address: (if different from your home address) _____

Home Phone: (if any) _____

Work Phone: (if any) _____

Cell Phone: (if any) _____

E-mail address: (if any) _____

Tribal Enrollment Number: _____

I hereby certify that the information contained on this form is true and correct, and all of the information provided on all other documents that compose my application packet are true and correct to the best of my knowledge.

Tribal Member Signature

Date: _____