



SECTION 2

ADULT VOCATIONAL TRAINING (AVT) GRANT PROGRAM POLICY

2.1 – PURPOSE:

The Adult Vocational Training Grant Program is to assist enrolled members of the Walker River Paiute Tribe in acquiring the necessary job skills for a satisfactory level of performance and full-time employment.

The purpose of this policy is to set forth procedures and requirements to govern the awarding of vocational education scholarships as administered by the Adult Vocational Education Grant Program.

2.2 – ELIGIBILITY:

A. To be eligible for a grant, an applicant must be:

1. A current enrolled member of the Walker River Paiute Tribe.
2. Applicants must provide documentation of tribal status.
3. Any student receiving Adult Vocational Training funds may not be eligible to receive Higher Education or Enrichment funding in the same funding cycle.

2.3 – DETERMINATION:

A. The applicant's eligibility will be determined by the Walker River Paiute Tribal Education Department.

- 1) Eligible students who demonstrate a financial need.
- 2) Applications are accepted on a quarterly basis:
 - a. 1st Quarter – December 15th deadline
 - b. 2nd Quarter – March 15th deadline
 - c. 3rd Quarter – June 15th deadline
 - d. 4th Quarter – September 15th deadline
- 3) The main criteria will be based on the availability of funds.
- 4) Funds cannot be used to pay debts that have already been incurred from previous semester(s).

2.4 – STANDARDS OF GRANT APPLICATION & FUNDING:

Contingent upon funding made available by the Walker River Paiute Tribe, eligible students will be funded accordingly.

A. Applicants will be funded based on a complete application, which consists of:

- 1) An Adult Vocational Training (AVT) Application on file.
- 2) A letter of acceptance from the vocational training school/program or proof of enrollment for a minimum of a 3-month program.

- 3) Provide documentation of financial need, which includes tuition, transportation, room/board, and books/supplies from the vocational training facility's financial office.
 - a. An official document from the adult vocational training institution referencing duration, cost, course, and other requirements.
 - b. High school diploma or GED
 - c. Applicants must have satisfactory standing within all Board of Education grant-funded programs under the Walker River Paiute Tribe.
 - d. Completed and signed the W-9 form for student check payments.
- 4) Continuing applicants must submit progress reports quarterly in order to remain in the program. Applicants are not eligible for new funding until 6 months after receiving any funding.

Grants will be awarded based on need and the availability of funding. Applicants may receive up to fifty percent (50%) of demonstrated need, not to exceed \$2,500 per semester or \$5,000 per year. Vocational training grants can be awarded for the length of the training program, not to exceed one (1) year, as long as the student demonstrates satisfactory progress.

2.5 – DISBURSEMENTS:

- A. **Payment Methods:** The AVT Grant awards will be made by a check/ACH payment directly to the Financial Aid Office of the student's enrolled institution. The Agai Dicutta Scholarship award will be made by a check payable to the student. (*See Agai Dicutta Scholarship Policy for more information*) Students will not be allowed to collect their school checks, as they are payable to the school, not the student.
- B. **School/University Disbursement:** In the letter to the school, instructions are provided to credit the grant funds towards the student's tuition, fees, and on-campus room and board, if applicable. Any remaining balance is paid directly to the student for other educational expenses. If the school is unable to pay out excess funds to the student, the check must be returned to the Tribe, and the amount will be reissued to the student by the Tribe.
- C. **Annual Timeframe:** Funding is disbursed quarterly (four times a year).

2.6 - ACADEMIC REQUIREMENTS:

The following requirements for academic progress will be used to determine continuation of funding under the Adult Vocational Training Program:

- 1) An applicant must maintain a minimum of 2.0 grade point average (GPA), if applicable, or satisfactory progress reports quarterly for the duration of the training program.
- 2) An applicant earning less than a satisfactory report or unsatisfactory attendance/compliance with program guidelines will not receive continued funding.
- 3) Failure to complete a program funded through the Adult Vocational Training Program will result in termination from the program. The applicant must pay back all funds awarded for that program before they can be eligible for future funding through any tribal education program.

2.7 – APPEAL PROCEDURES:

1) RIGHT TO A HEARING

- A. Upon filing a written request as provided herein, a participant is entitled to a hearing before the Board of Education.

2) DEFINITIONS

- A. A participant is defined as anyone participating in a program funded by the WRPT Education Department.
- B. An appeal or complaint is defined as any dispute with respect to the WRPT Education Department regulations, guidelines, or procedures that affect the rights, duties, welfare, or status of the participant.

3) THE PROCEDURE TO OBTAIN A HEARING

- A. Any appeal or complaint must be in writing and signed by the participant and filed with the Education Director. After reviewing the appeal or complaint, a hearing before the Board of Education will be held within twenty (20) days or at the next regular Board of Education meeting (whichever comes first).

4) THE HEARING

- A. If the participant fails to appear or make himself/herself available by phone at a scheduled hearing, the WRPT Board of Education may decide that the participant has waived his/her right to a hearing. The participant will then be notified in writing of the result and determination.
- B. At the hearing, the participant will be given the opportunity to address the Board of Education to present the issues in his/her appeal/complaint and to state the participant's requested relief. The Education Department staff will also be given an opportunity to address the issues raised in the appeal/complaint.

5) DECISION OF THE BOARD OF EDUCATION

- A. The decision of the Board of Education will be based solely and exclusively on the facts presented by both the participant and the Education Department at the requested hearing, and the applicable laws/regulations/policies governing the matter.
- B. The Board of Education shall prepare, in writing, its decision with the reasons for or against the participant's request within twenty (20) days after the hearing. A copy of the decision will be sent to the participant, and a copy will be kept on file.

6) FINAL DECISION

- A. If the participant is not satisfied with the Board of Education's decision after the hearing, the participant may appeal the decision to the Walker River Paiute Tribal Council.
- B. A final decision on the matter will be determined by the Walker River Paiute Tribal Council.
- C. Hearing Request: The participant shall submit a written request for a final hearing by the Tribal Council to the Tribal Council Secretary. The Tribal Council shall hold a hearing on

the matter within twenty (20) days or by the next regular Tribal Council meeting (whichever occurs first), after receipt of such a request.

- D. The decision of the Tribal Council shall be based solely and exclusively on the facts presented by both the participant and the Education Department at the hearing, and the applicable laws/regulations/policies governing the matter.
- E. The Tribal Council shall prepare a written decision with the reasons for or against the participant's request within twenty (20) days after the hearing. A copy of the decision will be sent to the participant, and a copy will be kept in file.
- F. The Tribal Council's decision shall be final and not reviewable by any court or any other entity.