

**Stockbridge-Munsee
Education and Career Services**

W12635 County Road A
P.O. Box 70
Bowler, WI 54416

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<https://mohican.com/services/education-and-career-services/>

Office Hours:

Monday through Friday
8:00 a.m. – 4:30 p.m.

Location:

Stockbridge-Munsee Education and Career Services
W12635 County Road A
Bowler, WI 54416

MISSION, VISION, AND VALUE STATEMENT

The Stockbridge-Munsee Education and Career Services will help guide the Community to maintain a culturally holistic balance for tribal progression. A **VISION** to life-long learning and employment satisfaction with respect to the Mohican Culture. A **VALUE** to the link between our office and the ever-changing needs of our people.

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The Stockbridge-Munsee Community (“Tribe”) has adopted a plan under Public Law 102-477 to administer its own Education, Employment, and Training programs. The Tribe also provides funding for these programs to assist students who might not otherwise be assisted. The Tribe’s Education and Career Services Department (“Department”) has primary responsibility for the implementation of these programs.

This handbook provides guidance on how the Tribe operates its higher education and career services programs. Some of the requirements in this handbook are needed in order to meet requirements under federal law; others are designed to meet the special circumstances of members of this community. The goal of the handbook is to ensure the Tribe’s programs, including the distribution of funds, are implemented in a fair and equitable manner.

In order to keep this handbook a manageable size, it does not cover every requirement associated with these programs, nor can it cover every eventuality. Such issues will be handled in accordance with the Tribe’s overall approach of fairness and accountability in relation to the services provided. Please contact us if you have questions about something that is not clearly addressed before issues arise. Good luck with your plans.

HIGHER EDUCATION

Education Department’s mission is to offer lifelong educational opportunities for all members of the Stockbridge-Munsee Community. The Education Department is committed to providing educational programs, information advocacy and referral, including referral to different forms of financial assistance. The Department will also provide positive emotional encouragement and support that promotes personal growth, enrichment, empowerment, self-esteem, and provide in our cultural heritage, economic independence, and self-sufficiency. The Department will work in the community to provide educational avenues and to create a more positive environment for lifelong learning.

Along with information and other forms of support, the Tribe also offers limited funding opportunities for eligible students. As outlined in this handbook, such higher education funding is offered in the form of education grants that are subject to repayment if the student fails to satisfactorily complete the coursework.

We know that you will confront obstacles and experience challenges as a student but remember that you are our hope for a better future.

The Stockbridge-Munsee Education staff wishes you success in achieving your academic endeavors. It is our commitment to assist you in your higher educational goals. We welcome any questions and concerns that may confront you throughout your education venture.

◇ **ELIGIBILITY REQUIREMENTS**

The following eligibility standards apply in relation to Higher Education funding activities other than Johnson O'Malley, Lifetime Basic Education, and Student Activities, which have their own eligibility statements.

STANDARDS FOR US SCHOOLS

In order to be eligible for higher education funding from the Tribe, students must:

- Be an enrolled member of the Stockbridge-Munsee Community.
- Have a High School Diploma, HSED, GED, or Alternative Learning Diploma.
- Be accepted into a diploma or degree seeking program at an accredited college, university or vocational college within the United States.
 - Students are **not** eligible for funding for programs operated by an institution that is defined as a **“For Profit School”** which are, educational institutions run by private, profit-seeking companies or organizations, except as identified below for Doctorate programs.
 - Due to the limited availability of Doctorate programs, Doctorate Degree seeking students attending public, non-profit, or **“For Profit Schools”** will be funded.
 - To view a list of **“For Profit Schools”** go online to:
http://en.wikipedia.org/wiki/List_of_for-profit_universities_and_colleges
or at <http://nces.ed.gov/globallocator/>

STANDARDS FOR NON-US SCHOOLS

Students Attending Colleges/Universities/Schools Outside the United States - This program is funded with 100% tribal contribution dollars to increase the number of universities that a student can consider and to give a student a broader view of the world. The Study abroad program is a program in which students attend school in a county outside of the United States and receive academic credit toward a degree.

In order to be eligible for higher education funding from the Tribe for study abroad, students must meet the following eligibility requirements.

- Be an enrolled member of the Stockbridge-Munsee Community.
- Have a High School Diploma, HSED, GED, or Alternative Learning Diploma.
- The funding requests must come from the school’s financial aid office and must be in English.
- Be accepted into a diploma or degree seeking program at an accredited college, university or vocational college or a public or not-for-profit college or university outside of the United States, except as provided below.

- Students are **not** eligible for funding for programs operated by an institution that is defined as a “**For Profit School**” which are, educational institutions run by private, profit-seeking companies or organizations, except as identified below for Doctorate programs.
- Due to the limited availability of Doctorate programs, Doctorate Degree seeking students attending public, non-profit, or “**For Profit Schools**” will be funded.

◇ STUDENT RESPONSIBILITIES

1. Students who wish to be considered for Stockbridge-Munsee Higher Education funds are **required** to have the following documents completed and on file prior to the start of a semester/term or a course.
 - **Stockbridge-Munsee Education, Employment, and Training Application** for each academic year. **PRIORITY DEADLINES:** June 1st (Fall Term), October 1st (Spring Term), May 1st (Summer Term).
 - If male, proof of registering with Selective Services.
 - **Wisconsin residents attending school in Wisconsin:** Need to complete The Wisconsin Indian Student Assistance Grant application. Can be completed on the internet at www.heab.wi.gov.
 - **Undergraduate students must apply for Free Application for Federal Student Aid (FAFSA)** after January 1st of each year. Can be completed on the internet at <https://studentaid.gov/>. Required for students who carry six or more credits per semester/term.
 - Copy of official Letter of Acceptance/College Admission
 - Copy of class schedule reflecting credits enrolled
 - **Academic Development Plan (ADP)** signed by student and academic advisor
 - **New students:** High School Diploma/Transcripts, HSED, GED, or Alternative Learning Certificate and **Continuing students:** Official Transcripts showing the completed term. Failure to provide an Official Transcript suspends any further funding. Except for Adult Basic Education students which requires them to provide a copy of the grade report or certificate of completion at the end of the course.
2. **All expenses incurred prior to attending school will be the student’s responsibility.** These expenses may include the following admission fees, housing deposits, transportation, and any other related academic fees prior to the start of school.

3. Beginning each school year students are required to apply for federal student aid and complete Higher Education Forms in accordance with the priority deadlines.
4. Students should periodically check with the school's financial aid office, and the Stockbridge-Munsee Education Office regarding their file status.
5. Successfully complete the number of credits within the semester/term for which the Stockbridge-Munsee Higher Education grant was provided. (Including video and on-line classes.)
6. Submit official transcripts at the end of each semester/term. Grade Reports will not be accepted. All costs incurred to receive official transcripts are the responsibility of the applicant. Students who fail to provide official transcripts not only are suspended from any further funding but are required to repay grant funds for the applicable semester. Upon graduation or completion of program, submit a copy of your certificate, license, diploma or degree.
7. Notify the Stockbridge-Munsee Education office within ten (10) calendar days via email or in writing when significant changes occur, such as: **a school transfer, address and telephone, withdrawals from school and dropped or added classes. Information regarding significant changes should be sent to kim.taylor@mohican-nsn.gov or by mail at:**
 Education and Career Services
 P.O. Box 70
 W12635 County Road A
 Bowler, WI 54416
 Students who withdraw from or drop/add classes may be required to repay grant funds in accordance with this handbook.

◇ INELIGIBILITY FACTORS

Students are ineligible for higher education funding if any of the following occur:

- Two (2) consecutive probation periods
- Currently have an unpaid debt with the Department
- Currently incarcerated in a Federal or State prison system
- The current school year has ended
- Students who have their education paid in full (tuition, books, and living expenses) by IHS, Tribe, or Fellowships
- Workshops, seminars, repeating courses/classes, conferences, continuing education credits/units or courses required to update/maintain a state license.

◇ **FUNDING**

Yearly funds are subject to change and are based on Federal and Tribal allocations. Funding will be based on the Stockbridge-Munsee Education fiscal year of October 1 to September 31st.

Students with completed files will be reviewed and awarded in date of order. The Education Department will notify students with a letter showing the approved Tribal grant amount. Upon receipt of this letter students are required to sign and return to the Education Department.

The intent of the Stockbridge-Munsee Higher Education award is to provide “supplemental” educational grant monies. It is not intended to replace annual income or meet total personal/household expenses.

The award is based on the standard school expenses as determined by each individual college/university. Students will receive funding for a limited number of semesters to attain their education goals as follows:

Degree seeking:	Funding Level:	Lifetime # of Credits
Undergraduate		
Vocational/Technical (Associate, Certificate, Apprenticeship, License)	\$368/credit	48 credits
Bachelor	\$725/credit	72 credits + up to 48 of unused vocational/technical credits
Graduate		
Master	\$1,035/credit	48 credits
Advanced Degree	\$1,035/credit	60 credits + up to 48 of unused graduate credits

Carrying more than 12 credits does not qualify a student for any additional funding. Credits must be identified in the Student’s Academic Plan and signed by Advisor.

NOTE: Individuals demonstrating a physician-documented illness/injury may be considered for one additional semester beyond the 10 full-time semester limit if additional schooling is necessary to become re-employable after the illness/injury. The Stockbridge-Munsee Education Board will make a determination in such cases.

Debt Waiver - Medical

Higher Education student(s) may appeal for a “waiver of debt” if they are unable to complete a semester based on a medical emergency that prevents them from attending classes and results in total withdrawal from school. The students(s) must first file an appeal with the school for any refunds. Waiver of debt must be requested prior to the conclusion of the semester following the medical emergency. The Education Board will base their decision on the school’s recommendation, any refunds returned, an appeal letter from the student stating why he/she is unable to complete the semester along with the individual’s physician-documentation on their medical status. The Education Board will not consider waivers prior to the 2012-13 school year.

◇ SELECTION CRITERIA

In times of shortage of education funds, a priority order has been established:

1. Continuing current students.
2. New students.
3. Part-time students.
4. Students for whom the educational institution has made a determination of no financial need.
5. Students who are repeating a degree level.

◇ OTHER SOURCES OF FINANCIAL AID

- Student loans are available for Tribal members. Call the Mohican Loan Department at (715) 793-4852 for details.
- The Tribe's web page at <http://www.mohican-nsn.gov> select "Services" at the top of the page, then select "Education & Career Services" in the drop down menu, then select "Education" to find the "Scholarships, Internships, and Fellowships" tab.
- Check with your school's financial aid office for scholarships that are unique to your school, location, or area of study.
- The internet can also be a source of information, one of the best sites is: <http://www.fastweb.com> and www.collegefund.org

◇ ACADEMIC REQUIREMENTS

Students must successfully complete the classes they receive funding for. If students misuse grants, complete fewer classes than they are funded for, withdraw from classes, or fail to maintain an adequate grade point average (GPA), they must repay the grant funds for that coursework to the Education Department within 6 months using either payroll deduction if you work for the Tribe (Government/Casino), credit repayment, or payment in full..

The following requirements for academic progress will be used to determine Higher Education eligibility.

- ⇒ **Undergraduate students** must maintain a semester/term **2.0 GPA** on a 4.0 grading scale.
- ⇒ **Graduate/PHD students** must maintain a semester/term **3.0 GPA** on a 4.0 grading scale. Higher Education Office can utilize a school's grading policies for those Graduate/Professional/Doctoral students where a GPA below 3.0 is acceptable to remain in good standing.

If a student fails to repay the Department in a timely manner, then the debt will be forwarded to the Tribe's Legal Department for collection.

◇ **ACADEMIC WARNING PROCEDURES**

PROBATION:

Students on probation may continue to receive the Stockbridge-Munsee Higher Education Grant for a 2nd semester so long as they do not owe a debt to the Education Department or are otherwise ineligible. Students are encouraged to meet with their school's advisors to develop a plan for academic improvement.

SUSPENSION:

Students who do not meet the probation requirements after a 2nd semester/term of probation or receive a GPA below 1.0 will be **suspended** from participation in the Tribe's grant program. Students will be denied the Stockbridge-Munsee Higher Education grant while on suspension.

To be reinstated, suspended students must cure the problem causing the suspension within one year of being suspended from the program. Students have the following options.

- a) Credit repayment by completing the same number of credits that were funded for during the term of academic suspension. The student must earn a grade point average of 2.0 or better for undergraduate credits and 3.0 or better for graduate/PhD credits that will count toward reinstatement. *The student must rely on other funding sources during the suspension period.*
- b) Grant repayment. It is the student's responsibility to repay the amount of funding for unearned credits during the term of academic suspension.

Students who fail to cure their suspension will have their accounts forwarded to the Tribe's Legal Department for collection.

◇ **JOHNSON O'MALLEY**

For grades 7th thru 12th to coordinate and plan for academic coaching, field trips, career planning, and training internships of Indian students residing in the Bowler Public School District.

- Build awareness of pre-college programs which will introduce them to college life, study skills, ACT preparation, and expectations.
- Build awareness of career choices, values, and skills which will address the importance of setting life goals.
- Work to ensure quality and equality of education for Indian youth.

◇ LIFETIME BASIC EDUCATION

Tribal members who are in high school and beyond are eligible for additional assistance with courses at accredited/certified institutions, including “**For Profit Schools**”¹.

- Covers **books, tuition, and fees only** and is limited up to \$1,000 a course for a lifetime total of 10 courses per person.
- Study abroad will only be considered when it is a degree or program requirement to graduate.
- Expenses beyond the \$1,000 limit will be the student’s responsibility.
- **Fund Distribution:** Lifetime Basic Education funding is on a first-come, first-serve basis. If you expect the class to be pre-paid, the application, registration, and invoice should be in our office two weeks before the tuition is due. In such cases, funds will be paid directly to the school.
- **Expectations:** Students are expected to successfully complete all courses and to provide the Education Department with a copy of their grades or certification of successful completion at the end of the course. Students who do not earn a grade of ‘C’ or better, or students who withdraw from the class too late for the Education Department to receive a full refund, must repay the funds they were given. Credit will be given for partial refunds received from the school or the student. If students fail to repay funds owed within 30 days of notice that repayment is due, then they will be referred to the Tribe’s Legal Department for collection.
- To receive aid
 - a. Fill out Stockbridge-Munsee Lifetime Basic Education Application. All requests must be received by the Education Department before the class begins.
 - b. Provide proof of Stockbridge-Munsee tribal enrollment.
 - c. Provide the Education Department with a copy of your registration and invoice for the course in a timely manner. See more information under fund distribution.
 - d. Provide a copy of your grade report or certificate of completion at the end of the course. See expectations.

Tribal members are eligible for **reimbursement** for fees that the tribal member paid that are: associated with the successful completion of a college entrance and/or state licensing exam or associated with testing out of a college course at accredited/certified institutions.

¹ See, Eligibility Requirements subsection above for definition of “**For Profit Schools**”.

- Assistance is limited to \$500 for a lifetime total assistance with fees of 3 times per person.
- Study abroad will only be considered when it is a degree or program requirement to graduate.
- Expenses beyond the \$500 limit will be the individual's responsibility.
- To receive aid
 - a. Fill out Stockbridge-Munsee Lifetime Basic Education Application. All requests must be received by the Education Department within six weeks from the scheduled completion date.
 - b. Provide proof of Stockbridge-Munsee tribal enrollment.

Provide the Education Department with a copy of your registration, invoice, proof of successful completion, and paid receipt.

◇ STUDENT ACTIVITIES

Stockbridge-Munsee enrolled children, who are enrolled in a K-12 school or home school, are eligible for assistance providing that funding is available with the following expenses:

- **Music fees.** Student must be participating in an organized music instruction. Costs are limited to \$1,000.00 for music instruction and rental per student per year.
- **Athletic shoes and Equipment.** Student must be participating in an organized extracurricular sport. Limited to \$150.00 per student per year.
- **ACT/SAT Test.** One time reimbursement upon copy of payment receipt and test scores.
- **Extracurricular Fees. Student must be participating in an organized extracurricular activity. Costs are limited to \$300.00** for half the cost of any extracurricular instruction and activity, per student per year.
- **Student Fees.** Cap and gown for graduation and school registration. Limited to \$75.00 per student per year.

To receive payment

Complete and submit a Student Activities Assistance Application and a Participation Verification form. Provide proof of Stockbridge-Munsee tribal enrollment and any coordinating receipt, proof of registration, and/or eligibility as required.

CAREER SERVICES

The Career Services program is for Youth and Adult Native Americans whose family income meets the Federal poverty income guidelines and are enrolled with a Federal Recognized Tribe. Participants must reside within the townships of Bartelme or Red Springs, excluding Middle Village and including the villages of Bowler and Gresham. Applicants may be eligible for Adult Education, Work Experience, Supportive Services, and other Tribal Services as described below.

◇ APPLICANT'S RESPONSIBILITIES

Applicants who wish to be considered for Stockbridge-Munsee Career Services funds are **required** to have the following documents completed and on file prior to receiving assistance. The Department reserves the right to request such other documents as are needed to determine eligibility and implement services.

- Stockbridge-Munsee Education, Employment, and Training Application
- Income Verification
- Copy of Social Security card
- Copy of tribal enrollment card and
- if applicable, proof of registering with Selective Services
- Employability Development Plan (EDP)
- Proof of Residency

◇ ADULT EDUCATION

The Adult Education is intended to:

- Provide onsite GED tutoring/instruction.
 - Improve reading, math, and writing skills
 - Prepare for future work (resume writing, etc.)
 - Prepare for future training
- Covers the fee for taking the 5 GED tests off-site. However, **retests** for GED are not funded.

◇ WORK EXPERIENCE

The work experience (WEX) activity is intended to assist clients in gaining experience to develop work ethic and utilizing skills obtained through a training program, reestablish a work history after a period of not working, and sampling to find out interest areas.

- The amount of the assistance is determined according to work experience or occupational skills need, but is not to exceed \$3,500 per participant in a calendar year.
- Work experience is not a relief solution to personal financial stress, unemployment solutions due to situations such as walk-offs, terminations, etc., and/or an alternative to a job that is currently held.
- Before a participant begins a WEX activity it must be determined an appropriate activity for the participant. The participant must have a clear understanding about the activity.
- Assistance will be given to the participant in recognizing barriers or issues that may arise during the assigned activity. Some barriers may include, but are not limited to: Substance abuse issues that need to be resolved, child care planning, previous employment history (was there a walk off), and lack of transportation.
- Availability is dependent upon applicant need and potential employers' ability to provide employment for the applicant. It is our responsibility to find an employer that will be suitable for your experience.
- Repeating applicants must wait one calendar year from the date of withdrawing or completing the program before eligible to receive assistance.
- Employers, who do not hire a placed participant, without documented cause and communication with our office, must wait one calendar year from the date of separation before eligible to receive another participant.
- Participant must be prepared to complete the training and accept employment, if available, after the training period.

◇ **SUPPORTIVE SERVICES**

Assistance with work-related requirements such as gaming licenses, work clothes, tools, or commercial driver's licenses.

- In addition to a completed application, the applicant must provide proof of employment and need by submitting the verification of employment form certified with the Employer/Supervisor's signature.
- The amount of the assistance is determined according to actual need but is not to exceed \$250 per participant in a calendar year.
- Participants must complete at least 480 working hours of employment after receiving assistance. If participant voluntarily leaves the place of employment or is terminated from the job before completing at least 480 working hours of

employment, he/she will be required to repay the amount received.
Repayment will be pro-rated to reflect credit for the actual hours worked.

◇ OTHER TRIBAL SERVICES

Career Services

- ⇒ career counseling
- ⇒ job search
- ⇒ employment assistance

Youth Employment

The youth employment program is a year round program for at risk Native American youth which focuses on leadership development opportunities that encourage responsibility, employability, and other positive social behaviors for youth ages 14-21.

- The youth are monitored and guided to ensure the youth are being as successful as they can be.
- The amount of hours per week is determined by the program specialist for hours worked at worksite and participation in our skills building workshops. However, hours are not to exceed 30 hours per week or a total of 315 hours in a federal fiscal year.
- Educational goals and plan must be met to continue in the program.

Summer Youth

Summer youth is a short-term program that includes skill building workshops and work-experience components for Stockbridge-Munsee enrolled youth between the ages 14-18.

- Up to 80 hours in a specified time frame for hours worked at worksite.
- Stockbridge-Munsee Direct descendants may participate on a space available basis, chosen by lottery.
- Applications are available in the spring at Bowler and Gresham schools and the Education Department. Participants are paid a stipend at the end of the program.

ADMINISTRATIVE PROVISIONS

The following provisions apply to Department operations overall.

◇ APPEAL PROCEDURE

An applicant who was denied services or feels he/she may have received a decision by the Education and Career Services department that is contrary to policies or procedures can submit an appeal in writing to the Stockbridge-Munsee Education Board within 15

working days after the date of the decision. Both the applicant and Education staff will be provided at least 48-hour prior notice of the Education Board meeting when the appeal will be discussed and will have an opportunity to present a verbal and/or written statement describing their position on the matter to the Education Board.

The Stockbridge-Munsee Community Education Board will provide written notice to the applicant and staff of their decision within 7 working days after the date of their regularly scheduled meeting. **All decisions made by the Education Board are final, except as provided below.**

If after using this procedure, Career Services customers are not satisfied, they have the right to file a fully documented grievance to Secretary of the Interior through the Division of Workforce Development at:

U.S. Department of the Interior
1849 Constitution Ave. NW
Washington, DC 20245

Questions about or complaints alleging a violation of the nondiscrimination provision of the Workforce Innovation and Opportunity Act (WIOA) section 188 in relation to Career Services may be directed or mailed directly to the Director, Civil Rights Center, U.S. Department of Labor, Room N-4123, 200 Constitution Avenue, NW, Washington, D.C., 20210 for processing.

Collections are not subject to appeal to the Education Board. As collections are addressed through a court process, participants who disagree have an opportunity to contest the debt as part of that process.

For more information, please contact Stockbridge-Munsee Higher Education at 715-793-4100.

◇ **CONFIDENTIALITY**

Participants understand that personally identifiable information may be used or disclosed as part of Department operations, including for verification and in the implementation of requested services, and agree to such use or disclosure. However, consistent with federal law, the Department requires the written authorization of a student, or a parent/guardian for a student who is not an adult, to release their confidential information outside of such authorized use or disclosures or as otherwise permitted by law.²

The Department takes reasonable precautions to protect the confidentiality of personally identifiable information and to properly dispose of such information when no longer needed after the end of applicable retention periods.

² See, the Privacy Act of 1974 and the Family Educational Rights and Privacy Act (FERPA).

◇ **NONDISCRIMINATION**

The Department does not discriminate on the basis of race, color, national origin, sex, disability, and age in relation to the services provided. Tribal preference may apply as allowed by law and for tribally funded programs.

◇ **TAX INFORMATION**

The Tribe's education grant and other financial assistance programs are intended to be an Indian general welfare benefit. This means the grants and other assistance, other than assistance that is compensation for work completed, are **not** taxable income.³

For grants and scholarships received from other sources, funds generally are not taxable if the student is a degree candidate at an eligible institution and the money is spent on tuition, fees, books, supplies and equipment, i.e. direct school expenses. Funds for room, board, transportation, etc., are considered taxable. More information on education benefits and taxation can be found in IRS Publication 970 or at the irs.gov website.

◇ **HANDBOOK REVISIONS**

The Stockbridge-Munsee Community reserves the right to change the Education, Employment, and Training Handbook as necessary for operations and compliance with federal law.

The following is a history of Handbook revisions.

Education Board 4/1/09	Posting Down 5/15/09	Tribal Council 6/2/09
Education Board 9/28/11		Tribal Council 12/6/11
Education Board 9/26/12		Tribal Council 10/23/12
		Tribal Council 11/21/12
Education Board 1/23/13		Tribal Council 2/19/13
Education Board 3/27/13		Tribal Council 6/18/13
Education Board 10/22/14		Tribal Council 11/19/14
Education Board 3/25/15		Tribal Council 5/5/15
Education Board 6/24/15 and 7/22/15		Tribal Council 8/4/15
Education Board 12/16/15		Tribal Council 1/5/16
Education Board 10/26/16		Tribal Council 11/21/16
Education Board 2/26/20		Tribal Council 3/3/20
Education Board 7/22/20		Tribal Council 8/4/20
Education Board 12/23/20		Tribal Council 1/5/21
Education Board 2/24/21		Tribal Council 3/16/21
Education Board 9/22/21		Tribal Council 10/5/21
Education Board 11/24/21		Tribal Council 12/21/21

³ See, 26 U.S.C. 139E.