



McGhee-Tullis Tuition Assistance Program Student Loan Repayment Checklist

Each of the following items is required for your application to be complete. Please check off each item to ensure that all necessary information is included. The Education Department is not responsible for obtaining this information; it must be supplied by the applicant. Incomplete applications will be returned unprocessed.

Name: _____ Date of Birth _____

- _____ I have requested my official transcript from school/college reflecting my date of graduation
- _____ I have enclosed documentation showing my current, outstanding student loan balance
- _____ I have enclosed a copy of my Social Security card
- _____ I have completed the entire application (4 pages)
- _____ I have had my application and two (2) Release of Information forms notarized
- _____ I have enclosed a copy of my Tribal enrollment card
- _____ I have enclosed copies of all my original student loan paperwork

***** Please note: Regarding the Release of Information forms, please make sure you list the name of your lending institution on one form and the school you attended on the second form.**



**McGhee-Tullis Tuition Assistance
Program Application**
Student Loan Repayment Option

Full Name: _____

Name attended school under, if different: _____

Date of Birth: _____ Social Security Number: ____-____-____

Age _____ Tribal Enrollment Number: _____

Email address: _____

Mailing address: _____

Home Phone #: _____ Cell or Work phone #: _____

Loan Details

Name of First School:
Dates of Attendance:
Original Loan Amount:

Name of Second School:
Dates of Attendance:
Original Loan Amount:

Name of Third School:
Dates of Attendance:
Original Loan Amount:

Are your loans federal (government supported) or bank loans? _____

Name and Phone Number of lending institution: _____

Do you have a contact person at this institution? Yes No

If yes, please provide name of contact person: _____

What type of Degree did you receive? Certificate Associate
 Bachelor Master PhD or other Professional Degree

What is the total amount due on this loan as of today? _____

Have you consolidated this loan with any other loan? Yes No

If you have not made a payment on your student loan(s) for 270 or more days, and did not make special arrangements with your lender to get a deferment or forbearance, you are in default of your loan.

Are you in default on this loan? Yes No

**** If yes, you must pay on this loan 12 consecutive months and reach "rehabilitation" prior to being accepted into this program.**

I hereby swear and affirm that the information contained in this application is true and correct to the best of my knowledge. I understand that any attempt on my part to defraud the Poarch Band of Creek Indians by knowingly making false statements in this application will result in my termination from the McGhee-Tullis Tuition Assistance Program.

Signature

Date

NOTARY PUBLIC:

Signed before me this _____ day of _____, 20 ____.

SEAL

Notary

My Commission Expires: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

Name: _____
Name attended under if different: _____
Social Security Number: _____ DOB: _____
Address: _____
Home Phone: _____ Work Phone: _____

I, _____, hereby give permission
Student's Name
to _____ to release
School Name

any requested information concerning my attendance, status of financial accounts, grade report, transcripts, and school conduct. I understand that this information will be used to determine eligibility for the Poarch Creek Indians McGhee - Tullis Tuition Assistance Program.

- The information requested may be communicated orally or in writing.
- I understand that I may revoke this consent at any time by notifying the providing organization in writing, except to the extent that action has already been taken in reliance on it.
- I understand that information disclosed under this authorization may be disclosed again by the person or organization to which it is sent.
- A photocopy of this document shall be as valid as the original.

SIGNATURE OF APPLICANT

DATE

SEAL

Notary Public
Signed before me this _____ day of _____, _____

Notary

My commission Expires: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

Name: _____
Name attended under if different: _____
Social Security Number: _____ DOB: _____
Address: _____
Home Phone: _____ Work Phone: _____

I, _____, hereby give permission
Student's Name
to _____ to release
Lending Institution

any requested information concerning my attendance, status of financial accounts, grade report, transcripts, and school conduct. I understand that this information will be used to determine eligibility for the Poarch Creek Indians McGhee - Tullis Tuition Assistance Program.

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- A photocopy of this document shall be as valid as the original.

SIGNATURE OF APPLICANT

DATE

SEAL

Notary Public
Signed before me this _____ day of _____, _____

Notary

My commission Expires: _____

RECEIPT OF POLICY ACKNOWLEDGEMENT
Poarch Band of Creek Indians Education Department

The attached policy describes important information about specific programs of the Poarch Band of Creek Indians Education Department. As a program participant or parent of a participant who may be directly impacted by the provisions of this policy, I understand that I am responsible for reading and understanding it. I further understand that I should consult with the Education Department staff regarding any questions not answered in the policy.

Since the information and benefits described in the policy are subject to change from time to time, I acknowledge that revisions will occur. I understand that any revisions approved by the Tribal Council will supersede previous policies and may modify or eliminate existing policies/information or benefits. Updated policies will be posted on the Tribal website at www.pci-nsn.gov and may be obtained by calling the Education Department at 251-368-9136 extension 2240.

By my signature below, I acknowledge I have received a copy of this policy, and that it is my responsibility to read and comply with the guidelines contained in the policy and any revisions made thereto. I understand that if I fail to secure a benefit due to not reading and being familiar with the policy, I will have no avenue of appeal and my case will not be reconsidered.

Signature

Date

Name (Print)

RESOLUTION TO AMEND THE MCGHEE-TULLIS TRIBAL MEMBER
TUITION ASSISTANCE PROGRAM POLICIES AND PROCEDURES – EXHIBIT “A”



Poarch Band of Creek Indians
McGhee-Tullis
Tribal Member
Tuition Assistance Program
Policy

Revised
January 17, 2022

Table of Contents

Definitions	2
Pre-K – 12th Grade Tuition Assistance	3
Short-Term Training & Certification Programs and Vocational School	8
Associates, Bachelors, Masters & Professional Tuition Assistance	12
Student Loan Repayment Assistance	19
Continuing Education Reimbursement	22
Policy Interpretation, Grievance & Appeals	26

Definitions

1. **Academic Achievement Bonus** means a bonus that may be given to a student who completes a degree with a cumulative grade point average of 3.5 or higher. The student must request the award, and this request must be made no later than six (6) months after the date of graduation.
2. **Academic Probation** means the status of a student who has failed to maintain the required minimum cumulative GPA of 2.0.
3. **Accredited** means an institution whose standards met the essential requirements for academic excellence according to a recognized governing body for the state in which the educational institution is located, such as the Southern Association of Colleges and Schools (SACS).
4. **Certificate Program** means a program that does not culminate in a degree, but allows the holder to practice jobs in certain fields. This does not include continuing education programs, conferences, workshops, or similar types of activities.
5. **Mandatory Fees** mean those costs deemed not optional by the individual school. These will vary among schools and programs.
6. **Non-Traditional Program** means programs that are not eligible for inclusion in the Federal Student Aid Program.
7. **Special Needs Student** means a student who has been diagnosed with a medical, physical, mental, or developmental condition or disability, and whose diagnosis adversely impacts his or her educational progress in a standard school curriculum.
8. **Specialized Tools** means mandatory items which are required according to the course syllabus. Specialized tools are allowed on a reimbursement-only basis. Proper documentation must be submitted to be reimbursed.
9. **Suspension** means the status of a student who has been placed on academic probation, and fails to obtain a minimum cumulative GPA of 2.0 for a second consecutive term. Suspension lasts until the student's cumulative GPA is a minimum of 2.0 without Tribal financial assistance. Students are not eligible to later apply for financial reimbursement to cover this time period.
10. **Traditional Program** means vocational or technical school programs that are eligible for the Federal Student Aid program.
11. **Tribal Member** means an enrolled member of the Poarch Band of Creek Indians.
12. **Tribe** means the Poarch Band of Creek Indians.

Student Loan Repayment

Tribal Member Student Loan Repayment Assistance Program at a glance....

Purpose:

To provide student loan repayment assistance to Tribal Members who have graduated college.

Who is eligible for this Program?

Enrolled Tribal Members. Further eligibility criteria must be met. Please read the Policy for full details.

What are the limits for this category of the Program?

Amounts vary by degree type.

What costs are not allowable under this category of the Program?

- Loans originating from any source other than a nationally approved scholastic loan provider.
- Loans used for anything other than tuition, books, Mandatory Fees, and on-campus housing. If the Tribe paid 100% of the cost for tuition, books, Mandatory Fees, and on-campus housing, we WILL NOT repay a loan for the same time period.
- Loans that are in default.

What happens when I use all of this allotment?

You are limited to the amounts described within this Policy. No additional funds will be provided.

How do I participate in this Program?

Eligible Tribal Members must submit a completed application for assistance to the Tribe's Education Department, which may be found on the Tribe's website, <https://www.pci-nsn.gov>, or may be picked up in person at the Tribe's Education Department.

Who do I contact if I have more questions?

Tribal Member students may contact the Tuition Program Coordinator by calling (251)368-9136, extension 2241.

Please Note

The above information is included to give you a general overview of this category of the Program and its limits/benefits. Please read the Policy in its entirety so that you are familiar with all aspects of the Program.

I. Eligibility

A. Student Eligibility

The following students are eligible for this category of the Program:

1. Tribal Members who have graduated from an accredited school, and have outstanding student loans for tuition, books, and Mandatory Fees. **The Tribe will not repay loans for living expenses or for any period in which the Tribe previously paid 100% of the cost of tuition, books, and fees.**
2. For a loan to be repaid, the eligible Tribal Member must complete the degree that the loan was used to finance. If a Tribal Member did not complete a degree, but completed an equivalent or higher educational level after the date of the loan, then the Tribal Member's loans may be repaid. Student loans must not be in default for one (1) year before the Tribe makes a payment.

B. Application

A Tribal Member wishing to take part in this Program must submit an application to the Tribal Education Department. Applications are available at the Tribe's Education Department and may be printed from the Tribe's website, <https://www.pci-nsn.gov>. Upon request, applications may be faxed or mailed.

II. Eligible Amounts and Distributions

A. Total Eligible Amount

Each eligible Tribal Member participating in this Program is subject to the following limits, which are imposed according to the type of degree earned:

1. Associate's degree – up to, but not exceeding, \$40,000
2. Bachelor's degree - up to, but not exceeding, \$80,000
3. Master's & higher - up to, but not exceeding, \$100,000

***Program benefits are cumulative. All funds received through any category within the Program shall be deducted from the maximum lifetime benefit of \$100,000 per eligible Tribal Member.**

B. Distribution

All eligible loans will be repaid directly to the lending institution in one lump sum disbursement, not to exceed the maximum lifetime benefit of \$100,000 per eligible Tribal Member.

POLICY INTERPRETATION

GRIEVANCE & APPEALS

I. Policy Interpretations and Revisions

A. Interpretations

It is the responsibility of the Education Department to interpret these policies. When circumstances warrant, further clarification may be sought from the Community Services Division Director and/or the Chief of Staff.

II. Grievance Process

- A. If there is any disagreement about a denial of assistance or regarding the amount of assistance provided, the applicant must initiate the grievance process by submitting a letter in writing to the Education Department within ten (10) business days of the denial.
- B. When the signed letter is logged in with the date of time of receipt, it will be reviewed by the Education Department Director with input from any other involved staff. A written response will be provided to the applicant within ten (10) business days.
- C. If there continues to be questions or disagreements about a denial of assistance or the amount of assistance provided, the applicant must submit a letter to the Community Services Division Director within ten (10) business days after the decision of the Education Department Director is made, requesting a review of the case file and documents.
- D. The Community Services Division Director can concur with the decision of the Education Department or make recommendations regarding approval of or a revision to the dollar amount of assistance to be provided. A written response will be provided to the applicant within five (5) business days.
- E. If there continues to be questions or disagreements about a denial of assistance or the amount of assistance provided, the applicant must submit a letter in writing to the Chief of Staff within ten (10) business days after the decision of the Community Services Division Director is made, requesting a review of the case file and documents. The Chief of Staff can concur with the decision of the Education Department or make recommendations regarding approval of or a revision to the dollar amount of assistance to be provided. A written response will be provided to the applicant within five (5) business days.

III. Appeals

- A. When the applicant does not agree with the decision rendered at the departmental level after exhausting all administrative remedies, the applicant may seek to appeal the decision by filing a notice of appeal with the Tribal Grievance Board.
- B. The appellant must provide written notice to the Tribal Grievance Board by filing the intent to appeal in the Regulatory Affairs Division Office within fourteen (14) calendar days of the receipt of the final departmental decision. The Appeal Notice shall set forth the specific issues and reason(s) for the request, along with any other relevant statements or documents

the appellant desires to include. Upon receipt of the Appeal Notice, the appellant will be provided a copy of the established appeal procedures set forth by the Tribal Grievance Board.

- C. Any decision made by the Tribal Grievance Board is considered final and no other administrative action is available to an appellant.