COLVILLE TRIBAL EDUCATIONAL ASSISTANCE PROGRAM
STUDENT RESPONSIBILITIES

1. **Deadlines**

   It is the applicants' sole responsibility to apply on a yearly basis. Missing material due to failure by others to deliver them will cause your application not to be processed. <u>You are responsible</u> for following up and ensuring valid documents are sent on or before the deadlines. The application is now available ONLINE. Please go to http://colvilletribes.academicworks.com to apply.

   Deadlines are:

   ### FALL term: August 1st; WINTER term: December 1st; SPRING term: February 1st; SUMMER term: May 1st;

2. **Grant Awards**

   Grant funding will be used for tuition, fees, books, supplies, living expenses (room & board), child care and costs directly related to post secondary education. **NOTE**<u>: car payments or insurance are</u> **NOT** <u>valid expenses.</u>

   Applicants are required to notify the program when there is a **change of address**. Failure to do so may result in delayed notification or disbursement of a grant award.

   A. **Notification of Award-or-Denial**
   Applicants will be sent a letter by mail when their student file is complete.

   B. **Check disbursement**
   a. **CTEAP** funds are sent directly to the applicant by certified mail; <u>provided an applicant met the deadline and maintains satisfactory academic progress.</u>

   b. **Higher Education** funds are sent to the institution's financial aid office.

3. **Grade Reports**

   Applicants must submit grade reports at the end of each term. Staff is not responsible for reminding students of missing grade reports. Missing or late grade reports could delay or terminate funding.

   Full time applicants must complete at least 12 credit hours with a 2.0 grade point average (1.75 GPA for freshman during their first term); Part time applicants must complete all courses they enroll in for the term; Graduate students must complete their programs within institutional requirements;

4. **Certificate-Degree Completion**

   Full time students must complete their certificate or degree within the allotted time;
   A. Two academic years plus one term (five semesters or seven quarters).
   B. Four academic years plus one term (nine semesters or thirteen quarters).
   C. Graduate students must complete their program within institution guidelines.

   MAILING ADDRESS: **CTEAP-HIGHER EDUCATION PROGRAM**
   P.O. Box 150
   Nespelem, WA 99155

Contact: Brandy Katich, Higher Education-Financial Aid Counselor (509) 634-2776; Kayce Palmer-Ankney, College Administrator 2778; Carla Dennis, Office Assistant 2779;
Toll Free is 1-888-881-7684 for CCT Telephone Operator

KEEP FOR YOUR RECORDS!