



The Confederated Tribes of the Colville Reservation
Higher Education Program
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Appeal Guide *Education Review Board*

If you've received an official notice from the Higher Education department regarding the decision of your funding eligibility you may be in disagreement with the policy-based denial of your application for Student Grant assistance from either the CTEAP or Higher Education funding sources. It is within your rights to appeal the decision by writing a letter to the Education Review Board discussing the nature of the decision and providing any background information and/or documentation to support your request to overturn the policy-based decision and therefore reinstate your funding.

Once the Higher Education Program receives your letter along with the documentation you choose to provide we will draft a student file synopsis that reviews your previous terms of funding, academic performance, and overview of your request and reasoning for overturning. The board will then review the appeal packet in its entirety and each of the five voting members will make a sole decision that will be tallied for a final decision.

Once all members have submitted their decision and a tally calculated that will show the majority decision an official notice will be written to inform you of the final decision. Typically, this is a 1-3 week process depending on the availability of Board Members and uninterrupted business days.

Students may address their letter to the Education Review Board and have the option to scan and email their signed and dated letter along with their supporting documentation to any of the Higher Education staff or to the Program's Post Office mailing address. Once received in the office, we will process the student file synopsis immediately and send the appeal packet to all Board Members.

If you have any further questions please feel free to reach out to any of the Higher Education Staff.

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