



Nottawaseppi Huron Band of the Potawatomi
A Federally Recognized Tribal Government

Education Department and Committee

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Adult Education

Purpose: The NHBP Higher Education staff shall provide the following services to eligible NHBP Tribal Members in accordance with the U.S Federal laws, procedures, and guidelines as established by the Department of the Interior, Bureau of Indian Affairs and the regulations and guide lines established by the NHBP Tribal Council. The NHBP Education Department (Adult Education) will provide financial assistance awards to enable NHBP students to enroll in adult education.

Eligibility: In order to be eligible for an adult education award, an applicant must be:

- An enrolled member of the NHBP Tribe
- A United States citizen
- Currently in attendance or accepted for admission as a student at an adult education program.
- Applicants must provide documentation of their level of educational achievement in accordance with the guidelines of the department of education of each respective state.
(Revised 9-20-03)

Allowable fields of study: Any course that leads to improved literacy skills, adult basic educational skills, and productive citizenship.

Bureau of Indian Affairs Adult Education Grant: A student award is not to exceed \$100 per semester depending on availability of funds. Supplemental awards may be granted during the semester/term for unusual circumstances.

Selection of Applicants: Applicants will be funded on a first-come, first-served basis. The application deadline is as 30 days prior to students attending the adult education course, or 30 days following for reimbursement.

Adult Education Grant Recipient Responsibilities: A student shall:

- **Submit** an official diploma or certificate to the NHBP Higher Education Office when the adult education course is completed, or an attendance sheet signed by the instructor confirming class attendance.

- **Maintain current** address, phone, e-mail and other contact information with the NHBP Higher Education Program.

Discontinuation or Adjustment of Award Payment: The NBHP Higher Education Director may discontinue or adjust an award of the student:

1. Fails to comply with the Recipient Responsibilities.
2. Fails to submit receipt within 30 days of the class. This automatically forfeits a student's right to funding.

The NHBP Higher Education Program will discontinue an award only with written notice. The student may submit a written appeal to the NHBP Education Department.

If a student does not comply with the recipient responsibilities, the NHBP Higher Education Director shall:

1. Place the student on suspension if the student does not complete the adult education course. Notification of this action will be made to the student by letter.
2. Once a student award has been suspended, the student will not be considered for future funding until he/she successfully completes an adult education course with expenses paid by other than adult education grant funds.
3. After a student reinstates his/her award by fulfilling the requirements, the student will be eligible for additional funding (on a reimbursement basis) as long as satisfactory performance is continued and funds are available.

Disbursement of Awards: In order to receive funding, the student must complete an Adult Education application and provide the following:

1. Certificate of Indian Blood or proof of NHBP enrollment.
2. Supporting documents that provide a detailed description of the program.
3. Copy of their course registration.
4. Receipt/invoice for the adult education course.
5. Certificate of successful program completion or signed attendance sheet from the instructor.