Sheet'ká Kwáan
Sitka Tribe of Alaska
Ordinance

Scholarship Ordinance

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04.02.01 Purpose

The purpose of the Sitka Tribe of Alaska (STA) Scholarship Program is to provide financial aid to Tribal Citizens and eligible Alaska Natives or American Indians participating in educational and cultural enrichment programs. This may include pursuing a degree or work-related training, youth activities, cultural heritage activities, and any other scholarship program established by the Tribal Council. This ordinance serves to establish rules governing STA's scholarship programs. This ordinance supersedes all previous STA scholarship policies, including but not limited to the Adult Vocational Training Program Handbook, Higher Education Scholarship Policy, Dual Credit Scholarship Policy, Youth Scholarship Policy, and Cultural Heritage Scholarship Policy. All Scholarship awards are subject to available funds appropriated by Tribal Council, consistent with the annual budget process.

04.02.02 Authority

By virtue of Article VII Section 1 (b), the Tribal Council has the authority to promote and protect the health, education, economic and general welfare of the citizens of the Tribe and their children, and to administer charity and such other services as may contribute to the social, traditional, cultural and economic development of the Tribe. Under Article VII, Section 1(f) of the STA Constitution, Tribal Council has the authority to direct Tribal officials to administer the affairs of the Tribe. Tribal Council hereby authorizes the General Manager (GM) to adopt Scholarship Regulations as necessary to administer STA scholarship programs. GM will provide an FYI to the Education Committee prior to the new or amended Scholarship Regulations taking effect.

The Tribal Council thereby enacts this Ordinance to (1) enact rules governing the issue of scholarships to Tribal Citizens and Alaska Native/American Indian applicants seeking educational and cultural enrichment and (2) delegate certain administrative duties regarding scholarships to STA staff.

04.02.03 Definitions

For the purposes of this ordinance, the terms listed below shall have the following meanings:

a) **Accredited:** STA uses the U.S. Department of Education's Database of Postsecondary Institutions and Programs to verify that an individual school/program meets accreditation standards.
b) **Career & Technical Education (CTE) Scholarship (also known as the Adult Vocational Training Scholarship)**: a scholarship program designed to provide financial support to

Tribal Citizens who are enrolled in or have immediate plans to enroll in a vocational training program or apprenticeship. CTE funds may be used for:

- Tuition, including pre-requisite courses as necessary
- Related training costs, such as
  - Fees;
  - Required tools, protective gear, and uniforms/clothing;
  - Initial union dues;
- Transportation to and from the training location, including household goods as needed;
- Room & board while in training and while traveling to and from training, including required deposits;
- Child care while in training; and
- Post-training employment counseling services.

c) **Cultural and Academic Resources (CAR) Director**: the Tribal employee who, among other things, oversees scholarship programs at the staff level.

d) **Cultural Heritage (CH) Scholarship**: an STA scholarship program designed to perpetuate Lingít kusteeyí ka Lingít yoo x'atangi, by funding Tribal Citizens engaged in organized cultural heritage learning activities. CH funds may be used for registration fees, materials, travel, and any other reasonable expenses associated with the learning experience.

e) **Dual Credit (DC) Scholarship**: an STA scholarship program designed to provide funding to Tribal youth who are dually enrolled in University of Alaska, Southeast and either Sitka High School, Pacific High School, or the R.E.A.C.H. program.

f) **Full-time:** A student is considered full-time when they meet their institution's definition of full-time for financial aid purposes, which is typically 12-18 credits per semester or the equivalent in the quarter system. Students who are within 11 credits of completing their degree program **and** are enrolled for all of their remaining requirements are also considered full time.

g) **Higher Education (HE) Scholarship**: an STA scholarship program designed to provide financial assistance to Tribal Citizens who are enrolled at an accredited college or university in a degree-granting program.

h) **Part-time:** A student is considered part-time when they are enrolled in a degree-seeking program but do not meet the definition of full-time above.

i) **Youth Activities (YA) Scholarship**: an STA scholarship program designed to support STA Tribal youth's academic and personal success by encouraging participation and alleviating the costs of extracurricular activities. YA funds may be used for any organized

youth activity, one-time or ongoing, as long as there is an institution or business to whom STA can pay the fee.

04.02.04 Education Committee

In compliance with Sitka Tribal Code Title 2, Chapter 3 Ordinance Governing Committees, the Education Committee (also known as the Scholarship Committee) shall consist of at least two (2) Tribal Council members, at least one (1) staff member, and up to six (6) interested Tribal Citizens. The Education Committee has the following duties with respect to scholarships:

a) Annually recommend funding award amounts for scholarships, based on the budget set by Tribal Council, priorities identified in this Ordinance, and any adopted scholarship regulations;
b) Recommend revisions of the Scholarship Ordinance to Tribal Council for approval including establishing and revising eligibility criteria for all Scholarship programs;
c) Hear appeals of scholarship decisions approved by the CAR Director;
d) Hear appeals of staff scholarship decisions made by the Employee Scholarship Committee; and
e) Review and approve or deny application packets for the Higher Education Scholarship and Career & Technical Education Scholarships.

04.02.05 Eligibility Criteria for STA Scholarship Programs

The Education Committee has the power to establish and update eligibility criteria for all STA Scholarship Programs, so long as those criteria meet the requirements of federal law.
The Eligibility Criteria for STA Scholarship Programs are as follows:

Name of STA Scholarship Program	**Higher Education**	**Career & Technical Education**	**Cultural Heritage**	**Youth Activities Scholarship**	**Dual Credit**
Tribal Citizens (resident of Sitka at least 6 months)	X	X	X	X	X
Tribal Citizen (who does not meet the 6 month residence requirement)	X		X	X	

Enrolled in another Tribe, living in Sitka	X	X			
Age at time of scholarship distribution	Received High School diploma or GED	17 (unless waived by Education Committee)	Any	3-21 (if ages 19-21, must still be enrolled in high school)	Enrolled in local High School
Other Requirements					Be enrolled in Sitka School District; Have at least a 2.5 cumulative high school GPA or permission from a school counselor; or a 2.0 cumulative university/college GPA

04.02.06 Reviewing HE and CTE Scholarship Applications

The Education Committee is responsible for reviewing all Higher Education (HE) and Career & Technical Education (CTE) Scholarship Applications submitted to them by staff and either approve, deny, or delay pending complete applications. Staff are responsible for providing the Committee with recommendations to approve, deny or delay based on the criteria established in this Ordinance and its implementing regulations.

Applications may be denied for several reasons, including but not limited to:

- Incompleteness (including missed deadlines);
- Ineligibility;
- Lack of financial need;
- Poor fit (i.e., the activity the applicant wants funded does not fit the purpose of the STA Scholarship Program); and
- Lack of STA funding (applications are reviewed on a first-come first-served basis).

a) <u>Higher Education Scholarship Considerations</u>

1. Part-Time Scholarships

A part-time student meeting all other eligibility requirements may be awarded a partial scholarship, pro-rated by credit hour and not to exceed the amount awarded to full-time students per academic year, and as funding allows. Part-time scholarships count towards the lifetime scholarship award limit.

2. Academic Probation, Scholarship Suspension, and Reinstatement

Higher Education scholarship recipients must meet minimum academic requirements:

A. All scholarship recipients are required to maintain a 2.0 non-cumulative grade point average (GPA) at full-time status (minimum of 12 credits unless the college/university specifies a different system of calculating full-time status).
B. Graduate students must maintain the minimum standards and a full course load each quarter/semester (as determined by the school's graduate program).
C. Effects of Academic Probation:
    1. Students who do not meet minimum academic requirements in a term will be placed on academic probation.
    2. A student on academic probation has one academic term to meet minimum academic requirements, at which point they will be removed from probation.
    3. If the student does not meet minimum academic requirements while on probation, their scholarship will be suspended.
    4. Students may be eligible for scholarship reinstatement once they meet minimum academic requirements and submit a Scholarship Renewal Application.
    5. A new scholarship application must be submitted if, after having their scholarship suspended, the student enrolls in a new program of study, transfers schools, or more than one year elapses.
    6. Students will be notified in writing when they are placed on or removed from academic probation and when a scholarship is suspended or reinstated.

b) <u>Career and Technical Education Scholarship: Satisfactory Progress</u>

Career & Technical Education scholarship recipients are required to make satisfactory progress in their training programs. Failure to meet these requirements due to reasons within the participant's control may result in probation, suspension, or termination of training assistance. To prove satisfactory progress, the scholarship recipient must:

- Provide evidence of progress grade and/or reports from the training facility to the CTE coordinator upon their request, and
- Maintain a reasonable standard of conduct.

In addition to STA's standards, for a student to receive continuous, uninterrupted funding through STA, the student must maintain the minimum academic standards (attendance and GPA) set by the training institute. Students who do not meet the minimum academic or attendance standards set by the school or training program will be placed on academic probation and will be notified in writing of this action.

Students will have one term, as set by the school or training program, to meet the minimum standards. Failure to meet minimum academic or attendance standards after the probationary period will result in academic suspension. If a student is put on academic suspension, all funding through STA will be suspended until the student has met the minimum standards set by the school or training program they are attending. Students may be eligible for reinstatement of funding once they have met the minimum standards set by the school or training program. Official grades or progress reports from the school of training program will be required to determine eligibility for reinstatement.

04.02.07 Appeals

Applicants wishing to appeal a scholarship decision must submit a letter addressed to the STA Education Committee, c/o GM, within 30 days of receipt of the decision notification letter, stating the reason(s) for the appeal.

Upon receiving the appeal letter, the GM will forward to the Education Committee, who will review it within 30 days to determine if the decision aligns with relevant policies, regulations, and laws. The committee's decision will be final, and the student will receive written notification of the appeal outcome.

04.02.08 Staff Responsibilities

The GM is responsible to delegate the following duties to the appropriate Director:

a) Youth Activities, Dual Credit, and Cultural Heritage Scholarships
    1. Assign the appropriate staff member to review incoming application packets.
    2. Approve or deny incoming application packets based on the criteria established in this Ordinance and its implementing regulations.

b) Higher Education and Career & Technical Education Scholarship
    1. Screen application packets for completeness before giving them to the Education Committee for deliberation.

2. Provide all submitted applications to the Education Committee, making note of any applications that were improperly submitted, while still allowing Education Committee to review those application packets at its discretion.
3. Contact applicants to resolve any deficiencies in their application packet before submitting the packet to Education Committee for their review.

c) Provide a monthly report of awarded scholarships (Scholarship Report) to the Education Committee. The Scholarship Report will include names of scholarship recipients, amount awarded, types of awards given, and programs and schools attended with scholarship funding. The Scholarship Report will also include the number of application approvals and denials that month and cumulatively throughout the year.
d) Recommend revisions to the Scholarship Regulations for approval by the GM.
e) Recommend to Tribal Council the annual funding allocation for scholarship programs.

04.02.09 Student Privacy

Scholarship applications submitted by adults will not be discussed with parents, spouses, or other individuals who are not employed by STA and assigned to scholarship administration without explicit written consent of the student. The Committee and staff are responsible for maintaining strict confidentiality of all personal information contained in any scholarship application, regardless of age of the applicant.

04.02.10 Date of Enactment

This Ordinance was originally enacted after three readings at a duly convened meeting of the Tribal Council of the Sitka Tribe of Alaska on March 18, 2026, and at which a quorum was present, by a vote of __8__ IN FAVOR, __0__ AGAINST, __0__ ABSTAIN, and __1__ ABSENT.

CERTIFICATION

This Scholarship Ordinance was adopted after three readings at a duly convened meeting of the Tribal Council of the Sitka Tribe of Alaska on March 18, 2026, and at which a quorum was present, by a vote of __8__ IN FAVOR, _0__ AGAINST, __0_ ABSTAIN, and _1__ ABSENT.

Gah Kith Tin | Alana Peterson
Tribal Vice Chairwoman

Attest:

Lxe'is | Martha Moses
Tribal Secretary