

**FINANCIAL AID
POLICIES AND PROCEDURES**

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INTRODUCTION

As Sinte Gleska University continues to grow and prosper, we recognize that certain incumbent responsibilities accompany our newly gained levels of sophistication. A key responsibility in thus created whenever growth leads to additional administrative functions and prescribed ability to deal with daily management operations. One such institutional component, which witnesses annual expansion in terms of both student and institutional participation, is the area of student financial aid. In response to this direct challenge, SGU seeks to provide an optimal combination of financial aid services for its students and local community members.

The Policies and Procedures Manual defines institutional methodology and intent in relationship to the judicious regulations of federal, state and institutional financial aid programs. The manual further describes personnel duties and outlines those points entailed in the official requesting, receiving, disbursing, accounting, and reporting of student financial aid monies.

The manual exists as a governing instrument for the Financial Aid Office (FAO) and at the same time assists other individuals and agencies that may require specific insight into the overall organizational system. The manual will be examined on a yearly basis and updated to reflect any changes that might significantly alter the stated objectives of our financial aid program at Sinte Gleska University.

INSTITUTIONAL POLICIES

Beginning in 1972, the FAO was created within the Student Services Department to coordinate all student financial aid programs at SGU. The original concept called for the Financial Aid Office to execute the preliminary work on any student financial aid applications and then per institutional agreement, forward these applications to outside agencies for final processing and subsequent awards. Since that time, SGU has gained local administration of its own financial aid design and therein assumes those attendant responsibilities for federally compliant management.

Below is a list of applicable policies to be incorporated within the daily operational flow of the FAO:

1. In accordance with established procedures, all students applying for financial aid assistance must submit the appropriate application forms to the FAO and complete any other processes, such as paperwork, and verification.
2. All funds available to SGU for financial assistance to students shall be administered in cooperation with the FAO. Nominations of individuals to receive designated scholarships shall be submitted by the sponsoring department or agency to the FAO for final approval.
3. No student shall receive any financial aid payments, or advances until all necessary documents and applications are on file within the FAO and SGU. All student employment shall be administered through the FAO in conjunction with the potential employer(s) will attempt to match individual student interests to job requirements.

4. Students applying for financial assistance are to be regarded for all programs, for which they are deemed eligible, contingent upon fund availability. The student's resultant "aid package" may consist of one or more programs that best suits the student's needs.
5. The Financial Aid Committee serves as appeals board for students who feel that their individual circumstances have been misjudged by the FAO in its interpretation of policies and award conferment. The committee will consist of the following department heads, the Financial Aid Director, Director of Student Services and the Register.

FINANCIAL AID POLICIES

1. The underlying goal of our financial aid program is to provide financial aid assistance to students who without such aid would be unable to attend SGU.
2. Financial aid consists of scholarships, grants and student employment, which may be offered to the student either singly or in various combinations.
3. The parents and/or spouse are expected to make a maximum effort to assist the student with college expenses. Financial assistance from SGU is treated as supplementary to student and family efforts.
4. Final determination of student eligibility will be decided via results from the approved federal needs analysis formula utilized by the Institutional Student Information Record (ISIR) and observed by SGU.
5. In choosing eligible students to receive Federal financial assistance, SGU will place its main emphasis on their financial need, not in default or owe a Title IV repayment and the student maintaining academic good standing and financial aid standards SAP.
6. The total amount of financial assistance offered to a student by SGU may not exceed their cost of attendance, if that student received Title IV aid (FWS, or FSEOG), anything other than a Pell Grant, as awarded by SGU FAO.
7. In calculating the amount of other resources available to the student SGU will take into account the financial support that might be logically contributed from income and assets of the student and family. All factors affecting a family's financial strength as derived by an approved needs analysis system by the US Secretary of Education shall be taken into consideration. Exceptions will be documented.
8. Awards based exclusively on explicit criteria may be made to students who do not otherwise qualify for financial assistance; however, such awards must be handled as other resources for any student participating in financial aid program.
9. Periodic semester reviews of financial awards will be scheduled in order to note any requisite adjustments in the SGU institutional student budgets as precipitated by the changing of status of student financial need (i.e. Full time, 3/4 time, 1/2 time, less than 1/2 time) other student aid awards and the cost of education.

10. SGU will make every possible effort to cooperate with other institutions in hopes of encouraging college matriculation for all students who might benefit from a college education.

FINANCIAL AID REPOSIBILITIES AND CONDUCT CODE

1. The following guidelines are conceived to guarantee an orderly informational and operational network within the FAO and SGU.
2. The basic goal of student financial aid is to provide resources to students who would otherwise be financially incapable of attending a postsecondary educational institution. To successfully accomplish this goal SGU has initiated a number of general operating standards.
3. The Financial Aid Office:
 - A. Shall in an ethical manner, make every effort to meet the demonstrated needs of all students at SGU to the extent funds are available.
 - B. Shall award all aid resources according to demonstrated financial need except where funds are designated for acknowledgment of special talents. Where aid is not based on need and represents a substantial portion of institutional assistance, every effort will be made to redirect overbalanced funds to help students with a demonstrated need.
 - C. Shall exercise adequate controls to insure that neediness awards do not Exceed documented need.
 - D. Shall help students identify, secure, and efficiently utilize all available financial aid resources.
 - E. Shall help students complete all applications, forms and documents accurately and to submit them in a timely manner to the appropriate agency or office.
 - F. Shall retain general supervisory control for the Federal Work Study Program (FWS) as listed.
 - G. Assist Departmental Chairperson and Directors in the development of position descriptions for FWS employment.
 - H. Actual requests in writing from prospective employers seeking employees.

- I. Maintain a file of all students desiring FWS positions and refer qualified applicants to employers for interviews. Insofar as feasible, students will be referred to jobs related to their major field of study.
- J. Once a student has been selected for employment the FAO will issue the Student Award Letter and Authorization Card.
- K. The employer of student workers must submit job descriptions and sign Authorization Cards for final approval by the FAO. No student will be deemed employed prior to the completion of the above items. Employers shall file verifiable student time sheets on bi-weekly basis to the Payroll Office per customary university conduct. Students should try not to work over 20 hours a week and should not work when they are to be in class.
- L. Shall monitor all departmental scholarship funds, special awards, and any other financial aid monies at SGU. Whereas selection of awardees is clearly an agency or departmental prerogative, the FAO asks that selections be announced at the earliest possible date for inclusion of these award amounts in respective financial aid packages. Award letters for award payments shall originate in the FAO and be transmitted to the Business Office for disbursement.
- M. Shall be informed of incoming scholarship monies that might be inadvertently routed to other college office for credit to student financial aid accounts. In such instances a notice of receipt should be sent to the FAO.
- N. Shall monitor communication channels so that any financial aid status changes are related to the FAO; however, the majority of information involving student changes is routinely received in other college offices. Whenever information about a change in student financial aid status is received in any other college office, information is to be relayed to the FAO.
- O. Shall maintain individual student financial aid files for each student who possesses a rightful claim to assistance monies at SGU. This record shall indicate the total student need and any types and amounts of financial assistance received by the student and will be kept confidential.
- P. Shall serve as an informational clearinghouse for both summary and comprehensive data on student financial aid programs at SGU.
- Q. Shall work closely with the Registrar's office, Business Office, Instructors and Staff at SGU, gathering or disseminating information about students to the aforementioned offices at SGU.
- R. Shall work with agencies outside SGU, exchanging financial aid information on current students, which will benefit SGU, students and other agencies such as: Rosebud Housing Authority, RST GA Programs, South Dakota Welfare Program, AFDC and Food Stamps, LIEAP, TANF, SDEAC, AICF and such programs with intent of helping our students.

- S. Shall monitor and maintain all student files for a minimum of five (5) years.
- T. Shall assist all students to apply for scholarships. Since Sinte Gleska University is a tribally controlled institution of higher learning, most of the scholarship monies we get will be awarded to tribal members.
- U. The FAO is responsible for the regular dissemination for Student Consumerism information plus the annual revision of the SGU Financial Aid Policies and Procedures Handbook.

DEPARTMENTAL RESPONSIBILITIES

STUDENT SERVICES DEPARTMENT

The Students Services Department encompasses the following offices, programs and functions at SGU: FAO, Student Assistance Program, Student Transportation, Student Activities, Student Government and Student Athletics. The Student Services Director coordinates the Student Services Department.

The Student Services Director develops proposed policies and procedures for administrative approval and, once approved, is responsible for the implementation of all such student-related policy and procedural matters. The Student Services Director reviews and approves all fiscal and program reports involving student data and general student information. The Student Services Director is a member of the Student Services Committee at SGU.

FINANCIAL AID DEPARTMENT

The FAO is institutionally responsible for submitting federally required reports and documents including Pell, IPEDS, FISAP, SSCR, and BIA Management Information System Report.

Similarly, the FAO is responsible for pertinent information dissemination, both written and verbal, as necessitated by student inquires, requests and demands.

REGISTRAR'S OFFICE

The Registrar's Office secures institutional registration records and on a semester basis supplies the FAO with an official registration roster. During a given semester, the Registrar's Office forwards all drop/add and reinstatements to the FAO and Student Billing Office for proper notation and subsequent adjustments in student financial assistance awards and student accounts.

1. All students enrolled at SGU must have earned a High School Diploma or GED. (Exception: High School waivers). High school students are allowed to take limited number of courses at SGU. They do not receive a transcript until they produce a diploma or GED. They are not counted as regular students and are not eligible to receive any financial aid.
2. All students who are admitted at SGU must have completed a file in the Registrar's Office. This file contains the Release of Information form, a copy of their High School transcript, GED, or college transcript, a completed application

for enrolled member of a federally recognized tribe. Any other forms or requests that are sent to the Registrar's Office are filed in the Student's Permanent Record file. Any questions see the Registrar's Policy and Procedure Manual.

3. The Registrar's Office at SGU has adequate, responsible, qualified personnel to oversee the daily functions required.

BUSINESS OFFICE (BO)

The Business Office manages the fiscal accounting and reporting of all financial aid funds at SGU. To ensure accountability, an independent CPA firm, as required by government regulations, conducts an annual audit.

The computerized accounting system is centralized fund accounting system that incorporates features to conform to generally accept accounting principles for governmental institutions and non-profit organizations. A self-balancing set of records, including asset, liability, revenue and expenditure accounts is maintained for each fund to control the receipt and disbursement of monies.

The Student Billing Clerk is responsible for the disbursement of all financial aid disbursements. To ensure accuracy and accountability, this person is also responsible for maintaining subsidiary student ledger cards for all financial aid awards, disbursements and any changes in awards, or enrollment status for each student.

The Business Office notifies our current bank(s) and will notify any new bank(s) that Federal Funds are deposited in Sinte Gleska University's account(s), which accounts have FSA funds and SGU will keep a copy of such notice.

The Business Office processes any reports required by them for compliance with grants, or other funds received at SGU for Tribal, Government, State and accrediting agencies.

The Business Office processes payroll checks for the FWS Program and handles other related FWS forms.

The Business Office handles and keeps current all Insurance Fidelity Bonds, etc. for SGU. The FAO and the BO also preform periodically reconciliation's of the Title IV funds.

The Business Office at SGU has adequate, responsible, qualified personnel to oversee the daily functions required.

STUDY SKILLS PROGRAM/BASIC SKILLS POLICY

Beginning freshman at SGU will be recommended to take the ACT Compass Test. If new students enter SGU without previous ACT Scores, we can use the Compass Test to decide which classes to place them in. If they enter with Compass scores (within 5 years of their enrollment), we can use the ACT Scores to place them in classes.

Once a student has completed their freshman year of 32 credit hours, they will not be allowed to receive financial aid for remedial classes if they decide to take them. (Exception: If a student scored low in one of the three (3) required skills and later needs to upgrade that skill for completion of a

degree, the student will be allowed to register for remedial classes and receive financial aid. A letter from the Study Skills Department is required).

Students may receive financial aid for Study Skill Courses (Remedial Courses) up to a maximum of 30 credit hours attempted. Study Skill Courses (Remedial Courses) “Maximum 30 credit hours attempted.” Do count as total hours attempted for Satisfactory Academic Progress (SAP).

FINANCIAL AID DEFINITION

Financial aid funds or some other form of financial help that is available to help the student pay for a college education. This help is awarded to the student to allow him or her to have a choice in deciding which school to attend and to make it possible to complete a stated program of study. Funds may be awarded to the student in the form of scholarships, grants, or employment. Federal and state government, some local businesses, civic clubs, community agencies sponsor these programs. At SGU, we have FPELL, FWS, FSEOG, and BIA funds.

ELIGIBILITY

Student eligibility is determined by the results of their FAFSA, as submitted, by computer to the Department of Education’s MDE Processor. This service is a systematic method of gathering information regarding the student and his or her family’s financial situation in its present state. The information is gathered and entered onto a computer and analyzed according to federal, state and institutional guidelines. This insures that all applicants are treated fairly and equally. Information requested includes all taxable and nontaxable income, assets, family size, marital status, and number of family members in college. A married student (is considered Independent) must include his or her spouse’s income and assets. The result of this need analysis indicates the difference between what can be expected from the student and family and the cost of education (the need). It shows the ability, not the willingness, of the student and family to pay for a college education. All students’ eligibility will be based on hours attempted (67 %) of completion rate and CGPA. Students will be eligible for Title IV aid up to 150% of their average program length and/or 600% of Pell eligibility. SGU’s programs are on semesters and credit hours. Students are ineligible if they are in default or owe a repayment to the DOE.

PACKAGING

SGU FAO will utilize software from the Department of Education, Jenzabar, and Power Faid to aid in the delivery of financial aid to students. Within the packaging methodology students with a valid ISIR in SGU’s system and the greatest unmet need may be given priority funding.

PACKAGING PHILOSOPHY: To aid as many students as possible with available funds.

APPLICATION DEADLINES

Financial aid awards are processed according to the date that all the necessary applications, forms and other documents are on file in the SGU FAO. If the Student file is completed by the suggested application deadline, then the student may receive the maximum available assistance based on program eligibility, requests or preferences.

Semester

Application Deadline

Fall and Spring Semesters	April 15
Fall Semester Only	April 15
Spring Semester Only	August 15
Summer Semester	January 15

FINANCIAL AID APPLICATION PROCEDURES

FORMS REQUIRED

Before a student will be considered for Title IV aid, that student must complete the required forms. All forms are available from SGU FAO.

1. ISIR, which is the result from submission of your Free Application for Federal Student Aid on line, with the students Pin number and SGU's code.
2. BIA Higher Education Grant Application (Enrolled members of the Rosebud Sioux Tribe).
3. Abstract (For the Registrar's Office).
4. A GED or High School diploma must be on record in the Registrar's Office prior to any types of financial aid being disbursed. (Exception: High School waiver) Note: High school waivers are not eligible for financial aid.
5. Information Release Form (if applicable). (FAO Form –03) Example pg. 36.

DOCUMENT PROCESSING STUDENT AID REPORT (SAR) INSTITUTIONAL STUDENT INFORMATION SYSTEM (ISIR)

1. The ISIR is the key document for determining student eligibility and participation in the Federal Financial Aid Programs (Title IV) as administered through SGU, the Federal Pell Grant (FPG), Federal Supplementary Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Bureau of Indian Affairs Higher Education Grant Program (BIA).
2. The ISIR determines eligibility for the disbursement of FPG Moines as administered through FAO at SGU.
3. The FAFSA is completed on line for a Pin Number, and use it to apply for a Pell Grant.
4. The student must exhibit an eligibility index number as determined by a congressional approved formula to be eligible for a Pell Grant.
5. The student must be officially registered in an eligible program at SGU.
6. An ISIR, whose eligibility index number exceeds the Congressional approved formula, restricts individual student participation in these Title IV Programs as administered through FAO at SGU.

7. Student may still be eligible for financial aid based on their cost of attendance (COA). $COA - EFC = \text{Unmet Need}$. Unmet Need is determined by subtracting EFC, Scholarships, BIA, and FWS from COA. All monies received by students are resources; the total of all need based resources may not exceed the students COA.

VERIFICATION

An ISIR requiring verification (noted by an asterisk behind the EFC, Expected Family Contribution) necessitates the student to fulfill a prescribed procedure, as dictated by the US Department of Education (DOE) prior to an award of any Title IV funds.

All information provided on the student financial aid application is subject to verification. Verification is the term applied to the review, the accuracy of the student's application. If selected for verification the student and/or spouse and/or parent(s), if applicable, must provide documents (such as IRS Tax Transcripts for the previous year, and certification statements verifying the number of household members enrolled in post-secondary schools) to prove that the information provided on the application is correct.

1. Once a regular student attending SGU submits an ISIR on line, to the FAO, that student shall complete the verification process no later than 60 days from the last period of enrollment for that academic year.
2. No Title IV Aid will be disbursed until the student provides the required documentation within the aforementioned time period. If the student fails to complete the verification process, they will not receive any Title IV Aid.
3. Upon receipt of the ISIR the student will be notified verbally and/or by mail of documents needed to complete verification. If after completing the verification process, the student's EFC and/or award changes, The SGU FAO will notify the student verbally and/or in writing.
4. After the student provides the required documentation to complete the verification process, and it is determined that application information is in error, the FAO, or student will make the appropriate corrections electronically. Once verification is complete, the student will be notified verbally and/or in writing and will receive a Pell Grant.
5. If it is determined by the FAO at SGU that any student purposely misrepresented information on their FASFA/Renewal Application or other forms with the intent to receive financial aid under false pretenses, that student's name will be sent to the US Secretary of Education or appropriate agency and will be subject to their authority and possible criminal action.
6. Documents needed to complete verification may include the following:
 - A. Copy of parent's tax transcript
 - B. Copy of student and/or spouse's tax transcript
 - C. Birth Certificate or baptismal records

- D. Marriage license
- E. Statement, or in the event of irregularities, documentation on untaxed income such as GA, ADC, etc.
- F. Proof of Selective Service Registration or proof of non-requirement
- G. Proof of Social Security number and/or court documents if required.

It will be the student's responsibility to provide the needed documents and present them to the FAO at SGU within established institutional time limits. The FAO will complete Student Verification for every student who is selected for verification on line in accordance with the DOE guild lines.

EXPECTED FAMILY CONTRIBUTION (EFC)

The EFC is located in the upper right hand corner of the SAR/ ISIR. The EFC is the amount that a family can be expected to contribute towards their educational costs. The EFC formula replaces all other formulas for determining financial need for the Federal Pell Grant Program (FPGP), and the campus based programs, FSEOG, and FWS. The higher the EFC, the less financial aid the student will be eligible for and the family will have to pay more for educational costs.

These figures will be used in the calculations of most financial aid awarded at (SGU) towards educational costs.

EDUCATIONAL EXPENSES

The SGU FAO establishes standard institutional budgets, which reflect average cost for students during an academic year (9months) or a (twelve-month) period, as appropriate. Budgets established by the SGU FAO include DIRECT EDUCATIONAL EXPENSES such as tuition, fees, books and supplies and also include INDIRECT EDUCATIONAL EXPENSES such as housing, food, transportation and some personal costs. Students need to request and document Child Care Expenses before their budget will reflect those allowable costs.

Budget calculations are based upon student dependency status, marital status, number of dependents, enrolled status, and total direct educational expenses. Budget allowances are designed to provide a modest but adequate lifestyle. Educational expenses are researched annually so that the budget calculations are up to date and realistic. Budget allowances are published and made available each year by the SGU FAO as soon as soon as the Direct Educational expenses are announced for the year. (See FAO Form-04 pg. 37).

BUDGET/CALCULATIONS INSTITUTIONAL BUDGET

The institutional student financial aid budget analysis represents the main document for demonstrating student financial need during a given registration period at SGU. This document lists student expenses and resources based on incoming financial aid reports, student perceived need and institutional interpretation of all such information supplied to the FAO at SGU. The SGU FAO reserves the right to make any necessary budget adjustments on program funds administered through SGU. Institutional budgets are reviewed and updated annually by the Financial Aid Director to reflect reasonable and allowable costs for attendance at SGU.

**STUDENT BUDGETS
ONE SEMESTER
COMPUTED AT 12 CREDIT HOURS OR SEMESTER**

	Independent/Graduate	Dep .living w/parent (s)
Tuition*	1320	1320
Fees		
Registration	120	120
Activity	50	50
Lab/Technology Fee	150	150
Books and Supplies (est.)	500	500
Housing	2500	1000
Utilities	00	00
Food	2500	2000
Personal	1000	2500
Transportation	2500	2500
Sub-totals	10640	8640
Matriculation fee (one time fee)	20	20
Child Care Expenses	As Documented	As Documented

**TWO SEMSTERS (Nine Months)
COMPUTED AT 24 CREDIT HOURS**

	Independent/Graduate	Dependent
Tuition-Under.G.95pch 120 grad	2640	2640
Fees		
Registration	240	240
Activity	100	100
Lab/Technology Fee	300	300
Books and Supplies (est.)	1000	1000
Housing	5000	2000
Utilities	0	0
Food	5000	4000
Personal	2000	2000
Transportation	5000	5000

Sub-Totals	21280	17280
Matriculation fee (one time fee)	20	20
Child Care Expenses	As Documented	As Documented

	SUMMER/IND	SUMMER/DEP
Tuition*	570	570
Fees		
Registration	120	120
Activity	50	50
Lab/Technology Fee	50	50
Books & Supplies (Est.)	225	225
Housing	1200	600
Utilities		
Food	1100	800
Personal	400	400
Transportation	500	500
Childcare	As documented	0
Total	4,215	3,315

*Tuition is \$95.00 per credit hour for undergraduate studies and \$120.00 per Credit hour for graduate studies.

AWARDS AND DISBURSEMENTS

AWARD PACKAGE

The recommended student financial aid package is the end result of counter balancing those anticipated educational expenses and those anticipated financial resources, including family and student contribution, which the student will legitimately experience while in attendance at SGU. The recommended award package is the decision of the FAO and based on institutional calculations, total fund availability and those management practices observed by SGU.

The recommended award package may be contested or rejected by the individual student in which case it becomes the dual responsibility of the FAO and the individual student to settle any differences and notify the award package with any feasible adjustments.

An unresolved difference surrounding the recommended award package becomes the decision-making responsibility of the SGU Financial Aid Committee.

DISBURSEMENTS

Most financial aid awards are calculated and disbursed following the 5th week of classes. These awards are calculated on the basis of financial need and the number of credit hours that a student is registered for as of that date. BIA and FWS awards are calculated on the basis of financial need and student enrollment status, and are awarded on a schedule throughout the semester. FSEOG is awarded and disbursed after the last day to withdraw. All Students must maintain minimum Satisfactory Academic Progress (SAP) to continue eligibility for all Title

IV and other aid. Summer term may consist of one or two sessions. See Registrar's policies and procedures.

AWARD LETTER

The SGU estimated award letter is the complete documentation indicating all financial assistance an individual student may or may not receive during a single given semester or year while in attendance at SGU as calculated by the FAO and Cost of Attendance (COA).

The amounts itemized on the award letter are subject to total or partial institutional recalculation due to changes in student registration status or other situations.

FEDERAL PELL GRANT AWARD

1. The FPG Award is calculated via ISIR information, institutional variables and DOE guidelines specifying the actual amounts to award to the individual student.
2. The EFC number taken from the ISIR provides an assigned degree of FPG eligibility, the exact value of which ranges according to enrollment status (less than 1/2, 1/2 time, 3/4 time, or full time) and annual cost at SGU.
3. For dependent students the total average institutional cost of education is derived by the sum of tuition, fees, a standard allowance for books, supplies, miscellaneous, for room and board and transportation, since the institution does not contract for room and board services.
4. For independent students the total average institutional cost of education is derived by the sum of tuition, fees, and a standard allowance of \$500 for one semester or \$1000 for an academic year for books. Supplies, miscellaneous, room and board and transportation are included, since the institution does not contract for room and board services.
5. The final FPG Award is calculated per the EFC number, total institutional cost of education as determined by the DOE formula and guidelines, enrollment status and using the official FPG payment chart.
6. All students must maintain minimum SAP and Pace standards to be eligible for Title IV aid.

7. The FPG Award constitutes the final calculated institutional amount, which a duly registered student at SGU shall receive during a single given semester. The FPG payment often differs from the FPG Award amount since the institution reserves the right to deduct all educational expenses owed to SGU prior to any FPG credit balance refunds. Summer FPG's are prorated because our summer term is not fifteen (15) weeks long.
8. Title IV monies for FPG will be drawn down from the DOE via G5 Program on the internet after FPG are disbursed. FPG will be dispersed (generally after 5 weeks of classes), after drop/ add and now shows end, to eligible students based on their enrollment at that time (less institutional charges for tuition, fees and books)
9. Students need to apply annually for FPG, because of changes in household income, family size, etc. Students need to apply as early as possible for FPG as this application determines eligibility for other financial aid programs they may be deemed eligible for.
10. If a student decides to change their program of study, coursework taken by a student for enrollment in other majors will count in their SAP for a new major.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY Grant (FSEOG)

The FSEOG Award constitutes a calculated institutional amount, which a duly registered student at SGU shall receive during a single given semester. The FSEOG award is disbursed after the last day to officially withdraw from classes in two equal payments per academic year and is contingent on the student maintaining registration status at the time of first and second disbursement(s). If selected students must complete verification to qualify for FSEOG.

All FSEOG Award considerations are also based on fund availability and those fund management principles practiced by the FAO. A FSEOG Award at SGU typically ranges from \$200 to \$800.00 per academic year. Priority is given to students with the lowest EFC and by greatest unmet need based on their FAFSA application date.

FEDERAL WORK STUDY/COMMUNITY SERVICE

The FWS Award is calculated at the institutional level and is generally designed to assist any student reflecting financial need. The exact amount of a FWS Award will vary according to the individual student employment schedule; therefore, SGU computes an estimated maximum award authorization, which maybe adjusted during a given semester. All FWS Award considerations are also based on fund availability and those fund management practices observed by the FAO (Students must submit a formal application to the SGU FAO for FWS eligibility).

The FWS award earnings are disbursed in bi-weekly payments and are contingent on the student-maintaining minimum SAP and at least a half-time (six credit hours) registration status at the time of such disbursement. The FWS disbursement occasionally differs from the FWS award amount since the institution reserves the right to deduct all educational expenses owed to SGU prior to any FWS payment. Such acceptance of the FWS award is evidenced by the signature on the award letter, the FWS Authorization, and student's signature authorizing SGU to deduct institutional charges incurred by that student.

Wage rates for the FWS Program will be set by the FAO in light of federal and state legislation. Most FWS positions are paid minimum wage or higher at SGU.

Student Eligibility – Students enrolled in at least six credit hours per semester in an approved course of study and in academic good standing at SGU and who have their SAR/ISIR results from FPG application in the SGU FAO, and demonstrated financial need, and a completed FWS application may be eligible to participate in the FWS Program. Students must apply for and establish FWS Program eligibility through the SGU FAO.

Requesting Employees – Any SGU department/office must submit a formal written request to the SGU Financial Aid Director for the FWS Program employee or employees. This request must include a job description for each job and further designate the supervisor for each job. All FWS jobs may be on campus. Departments must request FWS student employees in writing for fall and/or spring semesters(s).

Referring Employees – Students shall be referred to various institutional departments/ offices by the SGU FAO in accordance with the proposed job requirements and the individual capabilities and personal interests of the student. To the extent possible, students will be referred in accordance with their stated employment preferences. Non- referred students may not be considered for employment until approved by the SGU FAO.

Hiring Employees – The institutional department/office makes the decision as to which student best fits the proposed job requirements. Prospective employees should be interviewed by the institutional department/office or off-campus agency to ensure that the student understands the job duties and work performance expectations plus any specific requirements, the designated supervisor must sign the FWS Program Authorization Card which indicates the period of employment, the maximum student earnings limit and the job description. Students are responsible for returning all documents to the SGU FAO prior to beginning employment. Students may not begin work until all the FWS Program forms have been received and approved by the SGU FAO. (See FAO Form-05, Application for FWS pg. 38; FAO Form 06, Authorization Card pg. 39; FAO Form-07, Time Sheet pg. 40, Form.)

Limited Funds – Due to the limited amount of FWS, funds, written requests for FWS employees need to be in the FAO prior to class starting, best if by January of the upcoming New Year. Summer requests should be in by conclusion of spring semester.

SGU's library is the only library in forty (40) mile radius, it is open to the public and is also open on weekends, for local and surrounding communities to utilize, it will serve as a community service. FWS students placed there will do community service work. The ABE Department, which provides tutoring and testing for GED students, at each community will also serve as community service work.

One or more FWS award(s) will be awarded to a student(s) that will be working as reading tutor(s) in grades k through 12.

One or more FWS Award(s) will be awarded to a student(s) that will tutor grades K through 12 in math

**SINTE GLESKA UNIVERSITY
BUREAU OF INDIAN AFFAIRS
HIGHER EDUCATION GRANT PROGRAM (BIA)
POLICIES AND PROCEDURES**

INTRODUCTION

The established guidelines delineated herein collectively serve as governing policy for the SGU – BIA administered locally on behalf of the Rosebud Sioux Tribe Indian students in attendance at SGU.

PURPOSE

The SGU- BIA is designed and designated to furnish financial assistance to Rosebud Sioux Tribe Indian students who are officially registered in post-secondary curricula at SGU. Each Indian student must complete all necessary financial aid applications, satisfy institutional academic standards, comply with filing deadlines and be subject to overall fund availability limitations.

STUDENT SELECTION AND ELIGIBILITY

All BIA Grant applicants must be able to meet the following tribal financial aid and academic eligibility requirements:

Enrolled or eligible for enrollment in the Rosebud Sioux Tribe

ISIR/SAR on file in the SGU FAO

BIA Application on file in the SGU FAO

Enrolled at SGU as a full-time student, and maintaining full-time status throughout the semester

*** Awarded to students by greatest unmet need, enrollment status (Full Time) at the end of regular registration, and by class level.**

Priority is given to continuing and graduating students.

*** Student has Census Abstract on file with the SGU Registers Office.**

Demonstrate a documented financial need as calculated by the SGU FAO only after all possible sources are considered including personal and family contributions.

The student must maintain minimum SAP (based upon registration status and class level) toward a stated degree objective to qualify for financial assistance through the SGU FAO.

Continued eligibility is based on number of credits completed and when the student's SAR/ISIR for the upcoming year is submitted to the FAO.

Students that earn less than Six (6) credits on BIA may not receive BIA the following semester, unless they are in compliance with SAP. (Exception: acceptable documentation).

Students placed on warning for any semester are expected to register for the appropriate number of credit hours the following semester and earn the required CGPA, so they avoid ineligible status so they do not lose eligibility for BIA.

STUDENT CLASSIFICATION/BIA

Full time Indian students registered in twelve (12) or more credit hours per semester who produce a SAR/ISIR with an eligibility index number in excess of 4618 may qualify for a BIA Grant under the following circumstances.

The student may seek financial assistance to help defray tuition, fees and book expenses plus living expenses and can demonstrate financial need, which reflects the present family economic condition.

Full time Indian students registered twelve (12) or more credit hours per semester that do not produce a SAR/ISIR may not qualify for a BIA Grant.

Part time Indian students registered in six (6) or more credit hours but fewer than twelve credit hours per semester who produce an ISIR with an eligibility index number in excess of 4618 may qualify for a BIA Grant to help defray tuition, fees, and book expenses, if funds are available.

Part time Indian students registered in five (5) or less credit hour per semester that seek financial assistance to help defray tuition, fees, and book expenses may qualify for BIA Grant. (EXCEPTION: Students who have applied for FPG, and during the application process the ISIR is delayed and does not get into the FAO in time, that student may be eligible for a BIA award), also graduate students, if funds are available.

Summer students attending classes at SGU during the summer session(s) shall be considered 1/2-time students, if they enroll for a three (3) credit hour class during the summer session(s). Students that enroll for six (6) credit hours during the summer session(s) shall be considered full time students. (For BIA purposes only) If it is too late to apply for a FPG for the academic year, the student may qualify for BIA Grant.

BIA GRANT – GENERAL POLICY

The BIA is awarded to RST Indian students on a supplemental basis providing:

An unmet financial need still exists,

The student has exhausted all other financial aid possibilities,

Full time students may be subsequently deemed eligible for BIA Grant to help defray tuition, fees, and book expenses plus certain subsistence allowances such as room and board, transportation, baby-sitting and personal expenses. Part time Indian students may be subsequently deemed eligible for the BIA Grant to help defray tuition, fees, and book expenses.

The BIA Grant is awarded for a single academic year; therefore, a previous financial aid recipient must reapply annually for continuing eligibility at SGU.

For all RST Indian students, late applications or late registration will be recognized and processed according to arrival date on file and be evaluated strictly on basis of fund availability.

AWARD CALCULATIONS

The BIA Grant Award constitutes the final calculated institutional amount, which a duly registered student at SGU shall receive during a given semester. The BIA Grant Award is disbursed to the full-time student in equal monthly payments and is contingent on the student maintaining a full time registration status at the time of disbursement. The BIA Grant Award is not disbursed to the part-time student and is computed to defray only those tuition, fee, and book expenses, which the student may incur while in attendance at SGU. The BIA Grant disbursement occasionally differs from the BIA Grant Award amount since the institution reserves the right to deduct all educational expenses owed to SGU prior to any BIA payment. The SGU award letter evidences student acceptance of the BIA Grant Award.

The BIA Grant is calculated according to the following variables:

1. FPG eligibility
2. Other financial aid resources
3. Total expenses
4. Employment status
5. Registration status
6. Parental status
7. Marital status
8. Number of dependents

All BIA Grant Award calculations are subject to final adjustments based on fund availability and those fund management principals practiced by the SGU FAO.

SINTE GLESKA UNIVERSITY – BIA PAYMENT SCHEDULES

MARRIED OR SINGLE

PARENT(S) WITH THREE (3) DEPENDENTS

Fall semester 8.0 pay periods = \$2400 = \$600.00 monthly
Spring semester 8.0 pay periods = \$2400 - \$600.00 monthly

PARENT(S) WITH TWO (2) DEPENDENTS

Fall semester 8.0 pay periods = \$2000.00 = \$500.00 monthly
Spring semester 8.0 pay periods = \$2000.00 = \$500.00 monthly

PARENT(S) WITH ONE DEPENDENT

Fall semester 8.0 pay periods = \$1800.00 = \$450.00 monthly
Spring semester 8.0 pay periods = \$1800.00 = \$450.00 monthly

SINGLE/INDEPENDENT

Fall semester 8.0 pay periods = \$1,300 = \$325.00 monthly
Spring semester 8.0 pay periods = \$1,300 = \$325 monthly

SINGLE/DEPENDENT

Fall semester 8.0 pay periods = \$1000 = \$250 monthly
Spring semester 8.0 pay periods = \$1000 = \$250 monthly

BIA AWARD ISSUANCE AND DISBURSEMENT

The issuance of BIA Grant Award constitutes the calculated institutional amount, which a duly registered student shall receive during a given semester at SGU. Student acceptance of the BIA Grant Award is evidenced by the students' signature on the award letter.

The BIA Grant Award is disbursed to the full time student in monthly payments and is contingent on the student maintaining a full time registration status at the time of disbursement. The BIA Grant disbursement occasionally differs from the BIA Grant Award amount since the institution reserves the right to deduct all educational expenses owed to SGU. The BIA Grant is not disbursed to the part time student and is computed to defray only the tuition, fees, and book expenses, which a student incurs while in attendance at SGU. All BIA Grant disbursements are handled through the Business Office.

BIA SUMMER SESSION

Student attending classes at Sinte Gleska University during the summer session(s) shall be considered 1/2-time students, if they enroll for three (3) credit hour classes during the summer session(s). Students that enroll for six (6) credit hours during the summer session(s) shall be considered full time students (For BIA Purposes only).

Students enrolled at Sinte Gleska University for six (6) credit hours during the summer session(s) that are eligible to receive Federal Pell Grant Awards will receive half (1/2) time award, nine (9) to eleven (11) credit hours will receive three quarter (3/4) time awards, and students that carry twelve (12) or more credit hours will receive full time awards. Graduate students are considered full time at (6) hours (See Registrar's Policies and Procedures) and may be eligible for BIA Stipends, if funds are available.

BIA monies will be awarded to summer session(s) students based on fund availability, and prioritized under the following conditions:

1. Student is going to graduate.
2. Student needs a class that will not be offered other than the summer session(s) or will
3. Graduate in the fall semester after completion of summer courses.
4. Continuing students (Graduate Students if funds are available.)
5. To maintain satisfactory progress
6. Students that traditionally attend summer classes because of employment situations. (Providing students have not exceeded eligibility of requirements for BIA).
7. Mutual agreement with student, Financial Aid Director and the Student Services Director

FULL TIME STUDENT FINANCIAL ASSISTANCE

Due to severe limitations of BIA funds at SGU, full financial assistance may be provided only to students registered for at least twelve (12) credit hours per semester.

No student shall continue to receive BIA funds administered through the SGU FAO unless he/she is in compliance with SAP or has an educational plan in process.

All SGU BIA funds remaining in the individual student account shall be refunded to the BIA fund.

Full time students receiving BIA funds that get dropped to nine (9) hours may continue receiving funds if one of the following is applicable:

1. Medical – student or family
2. Transportation problems
3. Child care
4. If a student is going to receive an “F” in a class and their CGPA is close to the minimum.
5. Death in the family (may require documentation)
6. Personal, marriage, or family problems
7. Students that are dropped to nine (9) hours that are allowed continued funding on BIA would be encouraged to carry fifteen (15) credit hours the following semester. (Exception: Summer).
8. The determination of students eligible to continue receiving BIA funds at nine (9) hours will be the realm of the Student Services Director and the Financial Aid Director.
9. Documentation such as a doctor’s statement, personal letter, a statement from a friend, lawyer, priest or instructor may be required.

FINANCIAL AID REFUNDS

Once a student has registered and paid for classes at SGU the following refund will apply for reimbursement or changes in enrollment:

1. If dropped before the end of Drop/Add period. 100% refund-no charge.
2. If dropped after (3) weeks of Drop/Add period. 100% charge will be assessed and no refund.

When a student has received a financial aid award and decides to withdraw from college, the amount of refund due is refunded to the financial aid programs, which awarded the funds to the student. The student may not receive the refund. In addition, the student may be required to repay any money that he or she has not used for educational purposes.

Federal regulations state that students who owe over-awards on Title IV funds previously received or is in default on a loan is ineligible to receive future financial aid until this situation is remedied. SGU DOES NOT participate in any loan programs.

At SGU most financial aid (except BIA and FWS) is not awarded until after the fifth week of class and/ or completion of Drop/Add and now shows.

Students that receive Title IV Aid and drop from class(s) will have a refund calculation done, but if the student withdraws after they complete 60% of the semester, they will most likely not be required to refund financial aid monies, because they will have used their monies for direct and indirect educational expenses.

Summer students who drop after 60% of the session may not be required to refund financial aid monies, as each day of summer classes is equivalent to a week of regular classes.

RETURN TO TITLE IV AID

If a student receives Title IV assistance greater than the amount of institutional charges and withdrawals prior to completing more than 60% of the semester, the student will most likely be subject to a refund of some of those funds. In determining the amount that a student may have to return, SGU FAO will use existing software from the Department of Education to run the calculation. SGU FAO will notify the student of any refund owed to the Department of Education, or to SGU. SGU will try absorb as many of students repayments as possible.

OVER AWARDS

Federal regulations restrict the total amount of funds, which a student may receive in a designated period of time. If a student receives more financial aid than he or she is eligible to receive, an over award occurs and the excess amount must be repaid. Over awards can be cited in respect to grant funds, scholarships, FWS earnings, and other types of financial aid. To avoid an over award situation:

1. Notify the FAO when receiving scholarships from any outside source.
2. Make sure to list all resources on the FPG Application FASFA.

3. Check with the FAO before seeking additional assistance to determine what effects the additional funds will have on the financial aid package.

PROFESSIONAL JUDGEMENT (PJ)

At SGU the financial aid office, director and assistant director, will document, in the student's records any unusual situation that explains any special consideration given to the student when awarding financial aid if PJ is approved. A Professional Judgment Worksheet will be completed, with appropriate documentation attached, and placed in the student's file, examples of situations that may require a student to receive PJ are, but not limited to, death in the family, medical situations, transportation problems, marriage problems, etc. (See FAO Form – 08- Professional Judgment Worksheet pg.41).

TERMS:

ACADEMIC YEAR...

An academic year at SGU consists of fall and, spring, 24 credits and or 30 weeks of instructional time and may include Summer Session(s) which will have their own budgets.

ACADEMIC PROBATION...

(See Registrar's Policies and Procedures Manual).

ACADEMIC SUPSPENSION

(See Registrar's Policies and Procedures Manual).

BOOK BILLS...

Students that choose to sign their book bill charge forms, on the charge form is a stamped statement authorization SGU to deduct such charges from the students FPG or other financial aid received by the student. If a student chooses not to sign the charge form no bookstore deductions can be assessed to that student's financial aid. (See FAO Form-01, Book Bill pg. 34). The student that doesn't sign may have to pay cash for their books.

DIRECTORY INFORMATION

As defined by the Family Education and Privacy Act as amended June 19, 1976, Directory Information consists of:

...The name of the student, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent educational agency or institution attended by the student. (See Registrar's Office).

PACE

Pace or completion of attempted credits is measured in two increments:

1. Completion of Attempted Credits: Students must successfully complete two-thirds 67% of the cumulative credits attempted per term.

2. The percentage is calculated for the cumulative pace by dividing the total number of successfully completed credits by the total number of credits attempted. The total number of attempted credits for the term shall be determined by the SGU FAO.

PRIVACY

SGU observes the regulations set forth in the Family Education and Privacy Act as amended June 19, 1976 in respect to the privacy rights of students.

RETAKE POLICY...

The retake policy for financial aid purposes at SGU is a student is allowed to retake and still receive financial aid for a class or classes until they receive a passing grade. Retakes count against the 150% eligibility of your program length, LEU and pace of progression.

Average credit hrs.attempted per degree / certificate at SGU and allowable 150 % is as follows: BA/BS = 130-150% = 195 AA=65-150%=97 AAS= 70-150%=105 Cert.=40-150%=60

TRANSCRIPTS...(ACIDEMIC)

Permanent records are maintained for students who attend classes at Sinte Gleska University. Official transcripts of Sinte Gleska University can be obtained for a fee of \$5.00; unofficial transcript is \$2.00 to receive either, in person or by writing:

Sinte Gleska University
Office of the Registrar
P.O. Box 105
Mission, South Dakota 57555-0105

DISCLOSURE OF INFORMATION

Student-

Students are entitled to copies of unofficial transcripts for a fee of \$2.00.

Students have the right to inspect academic records through the procedure established at Sinte Gleska University.

Staff-

University staff who have legitimate educational need to examine academic records are permitted to do so consistent with the procedure established at SGU.

Parents, Educational Agencies and Other Institutions-

Parents, spouses and guardians and other agencies may obtain information only with the verbal approval of the student and/or in writing by the student.

Educational agencies and other institutions may obtain information such as transcripts and other academic information only with prior consent of the student in writing.

Governmental Agencies-

Federal, State and Local government agencies, through their properly identified representatives, may obtain directory information and academic records with prior consent of the student.

Government investigative agencies do not have inherent legal right to obtain information and normally require the written permission of the student. If the student does not grant this permission then the information can be released through proper subpoena or court order and, in this event, the student will be notified of each action.

Disclosure may be made to authorized representative of the U.S. Department of Education, the Office of Inspector General, or State of local education authorities. These officials may have access to education records as a part of an audit or program review, or to ensure compliance with SFA program requirements without student permission. A statement of disclosure will be placed in the students file.

Other Persons-

Written consent from the student is required before any financial aid records are released to any other person. (See FAO Form-02- Disclosure Form- pg. 35 & FAO Form 03 pg. 36).

STUDENTS HAVE THE RIGHT TO...

1. Inspect and review education records pertaining to the student.
2. Request an amendment to the student's records.
3. Request a hearing (if the request for an amendment is denied) to challenge the contents of the educational records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

TYPES OF RECORDS MAINTAINED FOR STUDENTS OF SGU

Academic records
Financial aid files
Testing Results
Directory information

LOCATION OF RECORDS...

All students that attend Sinte Gleska University may have one or more record files maintained at one of the following location:

Sinte Gleska University Campus, Mission, S.D.
Sinte Gleska University Administration Building, Mission, S.D.
Sinte Gleska University Campus, Lower Brule, S.D. (Lower Brule Community College)
Sinte Gleska University Campus, Marty, S.D. (Ihanktonwan Community College)
Sitting Bull College, Fort Yates, N.D.

SPECIAL ADMISSIONS POLICY

High school students who have not yet obtained their high school diplomas who wish to enroll for courses on a personal interest basis, will not be allowed to enroll in more than six (6) credit hours per semester and may not earn more than twelve (12) credit hours overall prior to earning their high school diplomas or GED certification. These students are not regular students and do not qualify for financial aid funding at SGU and will have their credit hours withheld until such time the SGU Registrar's Office receives verification of the high school diploma or GED certification.

ENROLLEMENT STATUS

At Sinte Gleska University a student's enrollment status is based on the following:

- 1-5 credit hours.....less than half time
- 6-8 credit hours.....half time
- 9-11 credit hours.....three quarter time
- 12 or more credit hours.....full time

Any college student or parent is encouraged to contact the Financial Aid Office at Sinte Gleska University for assistance and preparation of financial aid, admissions, etc. Call (605) 856-8100 from 8:00 a.m. to 5:00 p.m. Central Standard Time.

TRANSFER STUDENTS

Any transfer student must supply official transcripts or NSLDS Loan History Data from all previously attended post-secondary institutions plus meet applicable SAP as acknowledge by the FAO at SGU before any financial aid assistance is awarded. SAP for a transfer student will be based on the CGPA and number of credit hours to transfer towards a degree at SGU. It is the student's responsibility to take care of deferment procedures with the Registrar's Office. Transfer hours accepted toward the completion of a student's program, will count hours completed and hours attempted. Grades may be calculated in the students' CGPA, A, B or C's are allowed to be transferred to a student's record.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Beginning with the 2012-2013 academic years, the SGU FAO recognized the following set of institutional guidelines relative to the evaluation of SAP standards at SGU.

Federal regulations governing the administration of Federal Student Financial Aid Funds provide that: "No payments of funds may be made unless the institution determines that the student is maintaining satisfactory progress in the course of studies he/she is pursuing(PACE), according to the standards and practices of the institution at which the student is in attendance..." Except that, "if an institution at the beginning of a payment period determines that the student is not making satisfactory progress, but is able, at the close of that period, to reverse the determination, it may make grant payments for that period to the student".

A student will be required to complete 67% of credit hours attempted, within 150% of the program length and maintain a CGPA per semester toward a specific degree objective and will be evaluated at the conclusion of each semester according to his/her official enrollment status to determine whether he/she is in “good standing” or should be placed on “financial aid warning”, “financial aid ineligible” “Educational Plan or financial aid PROBATION. (See Eligibility, pg. 11).

Satisfactory completion of a course for financial aid purposes is letter grade of an A, B, C, D, P or sometimes an F. A, W is not acceptance for completion of a course.

GRADE POINT AVERAGE STANDARDS

Freshman	(0-31)	credit hours earned	1.5
Sophomore	(32-64)	credit hours earned	2.0
Junior	(65-95)	credit hours earned	2.0
Senior	(96-128)	credit hours earned	2.0

FINANCIAL AID WARNING

If a student fails to complete 67% of the courses they have registered for or if the student fails to earn an acceptable CGPA in one semester, they will be on WARNING status; they can receive financial aid when they are on warning status and will receive a notice from the Financial Aid Office (FAO).

A student who has been placed on FINANCIAL AID WARNING, because of “incomplete” grades may reverse this condition by completing the necessary course work, by receiving a grade for any such incomplete course(s), and by meeting the above aforementioned CGPA standards.

To regain approved financial aid status in “Good Standing”, a student must satisfactorily complete a total 67% of credits enrolled within an academic year based on your enrollment status with an acceptable CGPA, an exception may be an Educational Plan that may run into another academic year.

FINANCIAL AID INELIGIBLE

If a student fails to complete 67% of the course work they have registered for or if the student fails to earn an acceptable CGPA in two consecutive semesters or more, they will be on ineligible status and will NOT be eligible to receive Title IV aid.

A student who has been placed on **FINANCIAL AID INELIGIBLE** because of “incomplete” grades may reverse this condition by completing the necessary course work by receiving a grade for any such incomplete course(s), and by meeting the above aforementioned CGPA Standards.

To regain an approved financial aid status, (Good Standing) a student must earn at least 67% credit hours, attempted utilizing his/her own resources plus earn a minimum CGPA, which corresponds to his/her class level.

APPEALS

Federal regulations allow for certain cases in which the school may waive the standards. Specifically if a student's failure to be in compliance with one or more arrears of SAP is due to events beyond the students' control, such as a student's extended illness, or serious illness or death in the family or other significant problems a student might encounter during their educational endeavors. The circumstance that caused the student's deficiency to occur must be documented. The appeal should address and document these extenuating circumstances, why he/she failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. Appeals must be typed and submitted to the financial aid department, not hand written. A student may have multiple appeals-but must be for different reasons. Students may appeal qualitative or quantitative or both (including 150%). (See FAO Form 09 pg. 43. Student Appeal Form)

ACADEMIC PLAN

If an appeal is granted by the FA committee, the Financial Aid Department, Advisor and student will compile an agreement with the student that will get the student in compliance with SAP. (See FAO Form-09 pg. 43)

PROBATION

If, after a successful appeal a student may receive financial aid under probationary status. If it is determined at the completion of the semester that a student will not complete their degree within 150% of hours attempted, they will be ineligible for Title IV at SGU without a plan.

LIFETIME ELIGIBILITY USED (LEU)

Students are eligible to receive full time Pell Grants for up to 600% or a total number semester of full time equivalent and or 150%. If it is determined at the completion of the semester that a student will not complete their degree within 150% of hours attempted, they will be ineligible for Title IV aid at SGU.

RETENTION OF FINANCIAL AID RECORDS

Sinte Gleska University will retain all financial aid reports or documents and student files dealing with funds received from the Department of Education for minimum of five (5) years, or school termination.

ANNUAL FINANCIAL AID REPORTS

FISAP – Sent to each institution that participates in Campus Based Aid Programs (FPG, FWS and FSEOG) The FISAP is a report of current year expenditures and request for funds for the upcoming year. It is completed according to attached instruction. Information to complete the form is gathered from the Business Office, MIS, COD and SAR/ISIR's. A copy of this report must be mailed to the Department of Education by the date expressed on the FISAP form, October 1st of each year and electronically submitted.

BIA – Statistical reporting of current year expenditures of Bureau of Indian Affairs funds. The report is completed according to attached instructions. Information needed to complete the BIA report is gathered from the Registrar’s Office, Business Office, and the Financial Aid Office. The report is returned to the agency Superintendent for Education in Mission, S.D. by the date expressed on the form, December, 31 of each year.

SSCR – This report is processed through the computer and is sent to NSLDS. This report is completed according to instruction. Information needed to complete this SSCR report is gathered from the Registrar’s Office and the Financial Aid Office. The form is then returned by computer to the NSLDS according to the return date on the report.

SINTE GLESKA UNIVERSITY’S POLICY IS TO PREVENT THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY ITS STUDENTS AND EMPLOYEES.

Sinte Gleska University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by student and employees on its property or as part of any of its activities.

The unlawful possession or distribution of illicit drugs and alcohol are federal offenses punishable under state and federal laws. Purchasing of alcoholic beverages by persons under the age of twenty-one (21) is a class one misdemeanor. The unauthorized manufacture, distribution, counterfeiting, or possession of substances ranges from class one misdemeanor for possession or distribution of more than one ounce but less than one half (1/2) pound of marijuana, a class four felony to distribute or possess more than ten (10) pounds of marijuana, and ranges from a class two felony to a class six felony for other controlled substances.

Serious health risks are associated with abusers of drugs and alcohol. Heavy alcohol consumption can produce major, irreversible damage to the brain, heart, central nervous system, liver, other body systems, and may cause retardation, birth defects, and reduced weight to offspring of pregnant women. Some of the effects of commonly abused drugs include: skin disorders, malnutrition, ulcers, brain damage, life threatening infections and diseases, hallucinations, visual disturbance, convulsions, delirium, coma, speech, and muscle impairment, violent behavior, loss of concentration and memory, nausea, constipation, increase in pulse rate, damage to liver and kidneys, blood and bone marrow, and death.

Listed below are centers that offer drug and alcohol counseling, treatment and rehabilitation programs:

**Veterans Administration Hospital
Hot Springs, S.D. 57747
(605) 745-5101**

**Addiction Recovery
1101 11th Street
Rapid City, S.D. 57701**

**Little Hoop Lodge
Mission, S.D. 57555
(605) 856-2242**

**Parkside River Park
24 hour assistance
(605) 341-3900**

**Employee Assistance Program
Burdette Clifford, Staff Counselor
Sinte Gleska University
P.O. Box 8
Mission, S.D. 57555
(605) 856-4891**

**Student Assistance Program
Marlies White Hat, Student Counselor
Sinte Gleska University
P.O. Box 8
Mission, S.D. 57555
(605) 856-2635**

Sinte Gleska University will impose disciplinary sanctions on students and employees including expulsion from school and termination of employment and referral for prosecution for violators of the standard of conduct required by paragraph one. Violators may also be required to complete an appropriate rehabilitation program.

STUDENT AID INTERNET GATEWAY TRANSMISSION (SAIG)

With SAIG students will be responsible for entering their own data on line. Federal Student Aid (FAFSA) or Renewal Application Data Document, (RADD). SGU will be responsible for “drawing them down”, electronically from the CPS database. SGU will also do corrections electronically, with updated information from the student. Transfer students,

Or those who did not list our SGU code will have to call 1-800-4-FED-AID, and get their DRN number. With the DRN number we will be able to process those students electronically.

Depending on some circumstances, SGU may do a student’s FAFSA or RADD electronically.

BACK UP FILES FOR SAIG

Back up files for SAIG will be coordinated with the MIS Department, Financial Aid Office, and backed up on storage device (tape or disk) on a regular basis and stored with the MIS Department and the Financial Aid Office.

Block classes for Nonstandard term (s)

Starting with the 2013-2014 academic year SGU will be offering block classes (modules) that are in a nonstandard term, the cost for these block classes will be the same as regular classes. The first offering beginning fall 2013 semester will consist of two blocks of classes both lasting seven and one half weeks each. Students may enroll for three to six semester hours or more of credit (s), in each block. Depending upon the number of semester hours of credit(s), the student enrolls will determine the student’s financial aid eligibility. If a student enrolls for or attends less than 15 weeks or signs up to complete them in less than 15 weeks their Pell Grant will be prorated, if a student fails the class(s) in the first block, they do not continue on to the next block but rather repeat the first block until they pass the first block; Financial Aid

is limited for retakes in Foundational Classes. If their Pell is prorated the amount of Pell Grant may not cover the total cost of the student's tuition, fees, or books. The block classes will be eligible for all financial aid provided the student is a regular student, pursuing a degree from SGU and meeting Satisfactory Academic Progress. There may be some exceptions, but they will be minimal and will be dealt with on a case by case basis.

When the school determines that a student cannot complete their degree within 150% (192 hours attempted for a 4 year degree (s); 90 hours attempted for a 2 year degree (s); or 60 hours for a certificate degree (s) they will no longer be eligible for federal aid. Any appeals for each situation will be considered on a case by case basis.

THESE FINANCIAL AID POLICIES AND PROCEDURES ARE LOCATED ON THE SINTE GLESKA UNIVERSITY WEB PAGE

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To the extent possible starting with the 13-14 academic year, the SGU Financial Aid Office will try to be as paperless as possible. Every student that registers for classes at SGU should sign up for "SGU Students Email" and we will be able to contact students by Email. New or updated information will be posted on the FA Webb Page.

FAO Form-02
DISCLOSUER FORM

34 CFR Part 99.31 (a) (4)

STUDENT NAME: _____ SOCIAL SECURITY NUMBER: _

34 CFR Part 99.31 (a) (4)

THESE FINANCIAL AID RECORDS WERE DISCLOSED, UNDER 34 CFR, PART 99.31 (A) (4), TO THE REPRESENTATIVE OF THE _____ ON _____.
To determine compliance with Financial Aid requirements.

Name of Representative

Date

Name of Representative

Date

FAO FORM 03

SINTE GLESKA UNIVERSITY
AUTHORIZATION TO FURNISH INFORMATION
AND RELEASE INFORMATION

STUDENT NAME: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

TO WHOM IT MAY CONCERN:

I hereby authorize any person, agency, or institution to supply information requested by the Sinte Gleska University Financial Aid Office for the current academic year, concerning me and/or my family, and to allow inspection and reproduction of records in his or their possession pertaining to me and/or my family by any duly authorized representative of the Sinte Gleska University Financial Aid Office.

I further authorize the Sinte Gleska University Financial Aid Office to release such information to providers cooperating State and Federal agencies.

I herewith release any person, agency, or institution from any and all liability to me and/or my family for supplying such information.

This authorization is given only in connection with its use by the Sinte Gleska University Financial Aid Office administration of its programs for no other purpose.

Student's Signature

Date

Parent or Guardian Signature (Dep.)

Date

Address (City, State, Zip)

I, _____ do not authorize Sinte Gleska University Financial Aid Office release or gather any information pertaining to me and/or my family for this current academic year. Information needed by this Financial Aid Office will be handled by me personally. I realize if I don't get needed information from the Sinte Gleska University Financial Aid Office in a reasonable time frame I will be ineligible to receive any financial aid for that academic year.

FAO FORM-04
BUDGET WORKSHEET

ACADEMIC YEAR: _____

Est. BIA Budget

Est. FWS Budget

Est. FSEOG Budget

Est. SSIG Budget

Other _____

NAME: _____ SSN: _____ - _____ - _____

ADDRESS: _____

STATUS: _____ NO. OF DEPENDENTS: _____

FULL-TIME: _____ PART-TIME: _____ MAJOR: _____

ENROLLED HOURS: _____

FALL: _____ SPRING: _____ 1STSUMMERSESSION _____ 2NDSUMMER SESSION _____

EXPENSES:

Tuition _____

Registration Fee _____

Activity Fee _____

Matriculation Fee _____

Lab Fee _____

Books & Supplies _____

Housing _____

Utilities _____

Food _____

Personal _____

Transportation _____

Child Care Expenses _____

Total Expenses _____

RESOURCES:

FPELL (EFC: _____) _____

FSEOG _____

FWS _____

SSIG _____

Parent Contribution _____

Student Contribution _____

BIA Grant _____

College Waiver _____

Voc. Rehab _____

Other _____

Other _____

Other _____

(-) Total Resources _____

(=) Unmet Need _____

Financial Aid Officer Signature _____

Date _____

FAO FORM-05

SINTE GLESKA UNIVERSITY
STUDENT FINANCIAL AID APPLICATION
FEDERAL WORK STUDY PROGRAM

The Federal Work Study Program is designed to provide assistance through part-time employment to students who require such financial aid in order to attend Sinte Gleska University. Eligibility for a FWS Award is determined by the Sinte Gleska University Financial Aid Office which considers all pertinent student financial data, the amount of available institutional funds plus certain academic factors to analyze the best possible method of need for each individual student's financial need. Student's complete applications and departments select the student or students from available applications.

Name: _____ Social Security Number _____ - _____ - _____

Address: _____

Year graduated from high school _____ Year received G.E.D. Certificate _____

COLLEGE STATUS:

Freshman _____ Sophomore _____ Junior _____ Senior _____

If determined eligible for part-time employment through the FWS Program, I herein agree to follow Sinte Gleska University's Financial Aid Office terms and conditions:

1. Compensation at an hourly rate equal to the prevailing federal minimum wage for no greater than 20(twenty) working hours per week except as allowed by the SGU Financial Aid Office.
2. A SAR must be on file for each academic year a student is requesting FWS. Each academic year runs from July 1st to June 30th.
3. To perform any assigned duties in a responsible and satisfactory manner as described according to the Student Employment Authorization Card. Failure to do so may result in institutional termination of my employment position.
4. To register for, and maintain a registration status of, at least six (6) credit hours per semester. Failure to do so will result in institutional termination of my employment position.
5. To remain in "ACADEMIC GOOD STANDING" and demonstrate normal "ACADEMIC PROGRESS" while employed through the FWS Program.
6. To complete, sign, and return to the Financial Aid Office all required forms: appropriate SAR on file, application for FWS, W4, Authorization Card for first time employees, a signed form I-9 and accompanying required documents.

Student's Signature: _____

Date: _____

FAO FORM-06

FEDERAL WORK STUDY
STUDENT EMPLOYMENT AUTHORIZATION CARD

LAST	FIRST	M.	SOCIAL SECURITY NUMBER	PERIOD OF ELIGIBILITY
ADDRESS			AUTHORIZED CARD	AUTHORIZED SIGNATURE

TO THE EMPLOYER: The above named student is eligible for employment under the Sinte Gleska University student employment program or Federal Work Study. The authorized award is the maximum the student may earn during period indicated. No payment of wages can be made until this card is returned to the Financial Aid Office of Sinte Gleska University.

STUDENT CERTIFICATION: I understand that the authorized award is the maximum amount that I may earn for the period indicated and that this offer is conditional upon my satisfactory performance of the job.

Student Signature

Date

EMPLOYER CERTIFICATION: This is to certify that the above named student has been employed by our department and that work performed will be in compliance with Sinte Gleska University regulations.

Employers Signature

Date

Sinte Gleska University Department

JOB DESCRIPTION:

FAO FORM-07

SINTE GLESKA UNIVERSITY
MISSION, SOUTH DAKOTA

WORK STUDY TIMESHEET

NAME: _____ SOCIAL SECURITY NUMBER _____

GROSSPAY: _____ PAY PERIOD FROM _____ TO: _____

FICA: _____ CHECK NUMBER: _____

FED. TAX: _____ AMOUNT: _____

OTHER: _____ DATE: _____

PAYROLL OFFICER SIGNATURE: _____

*****OFFICE USE ONLY*****

	IN	OUT	IN	OUT	TOTAL		IN	OUT	IN	OUT	TOTAL
MONDAY						MONDAY					
TUESDAY						TUESDAY					
WEDNESDAY						WEDNESDAY					
THURSDAY						THURSDAY					
FRIDAY						FRIDAY					
SATERDAY						SATERDAY					

TOTAL:
GRAND TOTAL:

Supervisors please keep running totals on all hours awarded to the CWS student:

Supervisors will be responsible to monitor total hours awarded to CWS students. If a student works over a total awarded hour the organization they are working for will pay for those hours, not the CWS Program.

Total Hours Awarded: _____

Balance

_____	_____
_____	_____
_____	_____
_____	_____

I certify that the student has worked the number of hours listed and the work has been performed in a satisfactory manner.

Supervisor's Signature

Student's Signature

FAO FORM-08

PROFESSIONAL JUDGMENT WORKSHEET

NAME: _____ SOCIAL SECURITY NUMBER: _____ - _____ - _____

CIRCUMSTANCES:

AREA OF VIEW: SPECIAL CONDITIONS: _____
 __ DEPENDENCY STATUS _____
 __ PARENT CONTRIBUTION __ INCOME __ ASSETS
 __ STUDENT CONTRIBUTION __ INCOME __ ASSETS
 __ OTHER: _____

ADDITIONAL INFORMATION REQUESTED ON: _____ DATE: _____

INFORMATION REQUEST: _____

DECISION:

RECALCULATION: __ NONE NEEDED __ COLLEGE BUDGET __ CM

HOW CALCULATED: __ EAC __ OTHER

DOCUMENTATION ATTACHED:

FAO INITIALS: _____
DATE: _____

SPECIAL CONDITIONS:

- 1) LOSS OF EMPLOYMENT PARENT PARENT NATURAL DISASTER STUDENT STUDENT NATURAL DISASTER
- 2) LOSS OF NON-TAXABLE INCOME BENEFITS PARENTS STUDENT__
- 3) SEPARATION OR DIVORCE PARENT STUDENT__
- 4) DEATH ONE OF STUDENT'S PARENTS STUDENTS SPOUSE OR SOLE SURVIVING PARENT HAS DIED



FAO Form-09
SINTE GLESKA UNIVERSITY

PO BOX 105
ROSEBUD SIOUX RESERVATION
MISSION, SD 57555-0105
TELEPHONE (605) 856-8100

ACCREDITED BY
THE NORTH CENTRAL ASSOCIATION
OF COLLEGES AND SCHOOLS 1983

CHARTERED BY THE ROSEBUD SIOUX TRIBE 1971

STUDENT APPEAL
Academic Plan/Probation

Date: _____
Name: _____
Address: **PO Box** _____

ID: _____

- Qualitative:** _____
 Quantitative: _____
 Both: _____
 Other: _____
 Probation: _____
 Academic Plan: _____

Decision Outcome:
 Approved **Disapproved**

Meeting held on: _____

Jarrold Gunhammer,
Financial Aid Director: _____

Debra Bordeaux,
Student Services Director: _____

Jack Herman,
Registrar: _____

Notes