

**THE  
ABSENTEE SHAWNEE TRIBE  
OF  
OKLAHOMA**

**JOB TRAINING GUIDELINES:**

**JOB TRAINING ADULT EDUCATION PROGRAM  
(JTAEP)**



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**Table of Contents**

Purpose.....1

Introduction.....1

Job Training Adult Education Program (JTAEP).....1

Basic Eligibility.....2

Assistance Procedures.....2

Application Review.....2-3

Authorization of Assistance.....3

Assistance Restriction.....3

Continuance of Eligibility.....4

Appeal Procedure.....4-5

Tribal Service.....5

Privacy Statement.....5

# **PROCEDURAL GUIDELINES FOR ABSENTEE SHAWNEE TRIBE**

## **JOB TRAINING ADULT EDUCATION PROGRAM (JTAEP)**

### **PURPOSE**

These procedural guidelines have been established to guide the appropriate tribal staff and the Absentee Shawnee Tribe Education Committee with direction in determining educational assistance. The guidelines will aid in efficient and objective distribution of limited resources to eligible applicants.

### **INTRODUCTION**

The long-range goal of the Absentee Shawnee Tribe of Oklahoma (hereafter referred to as the Tribe) is to provide a Job Training Adult Education Program (hereafter referred to JTAEP) necessary to assist eligible enrolled Absentee Shawnee Tribal members in acquiring the training and job skills necessary to gain or enhance full-time employment.

## **JOB TRAINING ADULT EDUCATION PROGRAM (JTAEP)**

The Absentee Shawnee Tribe of Oklahoma recognizes the importance of providing educational services and opportunities to tribal members in their efforts to obtain the qualifications necessary to compete at every level and phase of today's technologically advancing employment market.

JTAEP shall provide to eligible applicants, services related to educational testing, training, counseling, guidance, and career enhancement opportunities.

## **BASIC ELIGIBILITY**

Basic eligibility for participation in the tribally funded JTAEP shall be as follows:

1. Be an enrolled member of the Absentee Shawnee Tribe.
2. Applicants are liable for any expenses incurred before receiving an award letter from the Education Department. **THERE WILL BE NO REIMBURSEMENTS.**
3. Be accepted for admission to a fully accredited institution. **(Specialized accreditations by affiliated institutions or associations are subject to review and approval by the Director of Education.)**
4. Be enrolled and identified by the institution as a full-time or part-time student. **Enrollment must be in the same area of study as funded by previous awards. Exceptions to this rule will be only after consultation and review between the Director of Education and the Absentee Shawnee Tribe Education Committee.**

Submission of any required information or documentation needed for application completion will be the responsibility of the applicant. Failure to submit needed documents shall result in a delay or no funding.

## **APPLICATION PROCEDURES**

The following guidelines shall govern the application procedure JTAEP assistance:

- A. Applicants shall make application for admittance to an accredited institution.
- B. Applicants must submit a Job Training Adult Education Program application.
- C. Applicant must submit a copy of their tribal enrollment card.
- D. Applicant must submit a copy of previous JTAEP funded courses/programs, if documents are not located in applicant's file.

## **APPLICATION REVIEW**

The Director of Education on an individual basis will evaluate completed applications. However, no decision will be made until all required documents are submitted to the Education Department. Assistance shall not be in excess of amounts established by the "Authorization of Assistance" section in these guidelines, without prior review, consultation, and approval of the Absentee Shawnee Tribe Education Committee.

If an applicant is denied, the applicant shall be notified of the decision in writing, within 10 days of the above evaluation. The written notification will state:

- (1) Reason(s) for denial of educational assistance.
- (2) The procedure for submitting a revised application for evaluation.
- (3) The procedure for filing an appeal with the Absentee Shawnee Tribe Education Committee.

### **AUTHORIZATION OF ASSISTANCE**

JTAEP may provide awards to eligible students, subject of the availability of funds, to pay expenses such as:

1. Tuition and required fees:
2. Required supplies, required books, and required materials.

The intended institution utilizing the spaces provided on the Absentee Shawnee Tribe Education Department, JTAEP application, must verify expense amounts.

### **ASSISTANCE RESTRICTION**

Dual participation in the educational program is not allowed.

Applicants cannot have received any Higher Education: Education Incentive Award Program (EIAP) funding issued by the Absentee Shawnee Tribe Education Department within any consecutive three-year period.

No JTAEP funds will be used to purchase firearms.

**NO JTAEP FUNDS WILL BE UTILIZED TOWARD HIGHER EDUCATIONAL ASSISTANCE.**

Applicants cannot be awarded more than **\$1000.00** in any one calendar year or more than **\$1000.00** for any one program without approval of the Absentee Shawnee Tribe Education Committee.

## **CONTINUED ELIGIBILITY**

Applicants must meet the following requirements for continuing eligibility:

1. Participants will be required to submit a grade report at the end of each course or funding period, whichever occurs first.

**AND**

2. Subsequent awards are based upon satisfactory performance AND completion of courses/programs as determined by the institution's academic requirements AND subject to availability of funds.

**AND**

3. Failure to maintain satisfactory performance as stated above shall result in suspension from JTAEP assistance. Suspension will eliminate the eligibility of the participant until they regain satisfactory performance as determined by the institution. Subsequent application(s) for JTAEP assistance will be evaluated at the discretion of the Director of Education.

**AND**

4. Participants who officially withdraw and report this **IN WRITING** to the Absentee Shawnee Tribe Education Department will have their case reviewed before reinstatement of eligibility. Any funds disbursed to the applicant after withdrawal from classes must be returned to the Education Department.

**AND**

5. Participants who fail to withdraw officially and/or otherwise drop out of training **WITHOUT** notifying the Absentee Shawnee Tribe Education Department **IN WRITING** will **NOT** be considered for services of any kind offered by the Education Department for a period of two years from the end of the respective term withdrawn.

## **APPEAL PROCEDURE**

Any applicant may appeal a decision of the Director of Education to the Absentee Shawnee Tribe Education Committee c/o Absentee Shawnee Tribe Education Department.

To file an appeal to a decision of Director of Education the aggrieved client must submit adequate documentation to the Absentee Shawnee Tribe Education Committee to allow proper consideration of the appellant's case. The Committee shall consider only bona-fide and documented applicant needs to reverse the decision of assigned Education Department staff.

1. The Absentee Shawnee Tribe Education Committee, upon receipt of a given appeal, shall inform the Director of Education of their decision. The Director of Education will respond in writing to the complainant stating the reason for the Committee's decision within ten (10) days. The decision of the Absentee Shawnee Tribe Education Committee shall be final.
2. The decision of the Absentee Tribal Education Committee shall be sent to both the complainant and to the Director of Education.

### **TRIBAL SERVICE**

To facilitate the Absentee Shawnee Tribal Government managed by Absentee Shawnee Tribal members, recipients are encouraged to seek employment with the tribe to benefit their tribe.

### **PRIVACY**

No information regarding any participant will be given to anyone regarding a participant in the program without the written consent of the participant in accordance with the Freedom of Information and Privacy Acts.