

**ROUND ROCK CHAPTER**  
**HIGHER EDUCATION ASSISTANCE**  
**POLICIES AND PROCEDURES**

**Amend on June 16, 2023**

**ROUN2306-09**

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# ROUND ROCK CHAPTER HIGHER EDUCATION FUND 13 & 14 POLICIES AND PROCEDURES

## A. PURPOSE

The purpose of this Higher Education policies and procedures is to provide guidance and control in administering Higher Education Assistance funds. This assistance is to help defray the cost of higher education tuitions and supplies eligible post-secondary students.

## B. POLICIES

1. An education assistance fund budget line item shall be established in the detailed annual budget to administer requests for education assistance once a school year to assist the college bound Undergraduate status students, Graduate, or vocational training students.
2. Provided that the detailed annual budget is approved, and funds are available, the Chapter Administration and Chapter Officials shall recommend approvals of the individual education assistance request pursuant to policies and procedures set forth herein.

## C. ELIGIBILITY

The eligibility requirements shall be as follows:

1. Must be a current registered voter of the chapter. If a minor, mother, father or parents voting status will be used.
2. **Must be a registered voter prior to current fiscal funding year, exception for students turning 18 years old.**
3. Must not be on withdrawal status as of the previous semester.
4. Must have a cumulative GPA of 2.5 or better. (See Academic Standards).
5. Must have a completed packet submitted by deadline (See H. Deadline).
6. Must be awarded once a school year (Includes Fall, and Spring Semesters) due to limited funds and the increasing number of student applicants.
7. Must be enrolled in an accredited Undergraduate, Graduate or Vocational Institution.
8. Must be present at a Regular Chapter Meeting or a Representative to be present.

*NOTE: Student that are assisted through work-force program or employer tuition reimbursement program are not eligible.*

## **D. ACADEMIC STANDARDS**

All applicants shall comply with one of the following academic standards prior to receiving higher education assistance.

1. **FULL-TIME** Education Assistance:  
Academic Term: Earn twelve (12) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, with a cumulative grade point average of 2.5 or higher.
  
2. **PART-TIME** Education Assistance:  
Academic Terms: Earn six (06) or more semester credit hours with a cumulative grade point average of 2.5 or higher.

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**NOTE:** The Higher Education Assistance Program will assist students once a school year (Includes Fall and Spring Semesters) due to limited funds and the increasing number of College and Vocational Institution Students.

## **E. AMOUNT OF EDUCATION ASSISTANCE:**

Full-Time Students - Freshman to Senior Level **One time a year for 2 semesters (Fall and Spring) \$800.00**

Part-Time Students - Less than 6 credit hours **One time a year for 2 semesters (Fall and Spring) \$400.00**

Chapter Administrators will disburse checks directly to the students' enrolled institution. Student will be assisted only five (5) times, if funds are available.

## **F. REQUIRED DOCUMENTS**

The documents required shall be as follows:

1. Completed and signed education assistance application
2. Letter of Admission
3. Current Class Schedule
4. Official Transcript
5. Certificate of Indian Blood (CIB) – First time only
6. Current Registered Voter (registration document verified by voter registration list)
7. High School Diploma for new applicants (incoming Freshman)

## **G. DEADLINE**

The application deadline shall be:

- The 30<sup>th</sup> day of September for Fall Semester
- The 31<sup>st</sup> day of January for Spring Semester

**ONLY COMPLETE** packets will be accepted by the Chapter Administration for forward to the Chapter Planning or Regular Meeting (preferably Planning Meeting).

## **H. WITHDRAWAL**

It will be the responsibility of the student to notify the Chapter Administration in writing the reason(s) for withdrawal. Student will be suspended one year of education assistance following the withdrawal. A student will be required to re-establish a 2.5 GPA prior to being assisted again.

## **I. PROCEDURES**

1. The Accounts Maintenance Specialist and/or Chapter Administration will review applications submitted for completeness and funds availability. Upon meeting all requirements, the application packet(s) will be forwarded to the Community Services Coordinator.
2. The Community Services Coordinator will review and recommend the application(s) for approval with the Chapter Official(s) consideration for Chapter Membership approval at a duly called meeting.
3. Student will be present at a duly called meeting or a representative will be present on behalf of the student. NOTE: *Due to the Covid-19 Pandemic, virtual call in will be accepted during this time.*
4. Upon final approval, the Accounts Maintenance Specialist will obtain the supporting documents and proceed with fund disbursements in accordance with the policies and procedures.
5. The check will be made payable to and sent directly to the institution(s).  
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6. If application is denied, a denial letter will be issued to the student explaining reason of denial.

## **J. RECORDS**

The higher education assistance records are filed in the chapter's central files and maintained in accordance with Chapter's Records Management System.

**K. AMENDMENT**

The Round Rock Chapter Officials and Chapter Membership may amend the Round Rock Chapter's Higher Education Assistance Policies and Procedures when deemed necessary.