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I. Tribal College Supplemental Grant Assistance (TCSGA)

A. Program Objective

1. To provide financial assistance to tribally controlled colleges to support the education of students enrolled at the colleges who are Minnesota resident students but not enrolled members of a federally recognized Indian tribe.

B. Eligibility to Participate

1. Postsecondary Institutions

To be eligible, a postsecondary institution must be:

- a. An accredited postsecondary institution of higher education; and
- b. Located in Minnesota; and
- c. Formally controlled by or formally sanctioned or chartered by the governing body of a federally recognized Indian tribe or a combination of federally recognized Indian tribes; and
- d. Not a postsecondary institution or campus subject to the jurisdiction of the Board of Trustees of the Minnesota State Colleges and Universities or the Board of Regents of the University of Minnesota.

2. Student Eligibility

Each student listed on an annual application for TCSGA funds must be:

- a. A Minnesota resident student (see ‘Resident Student’ in the ‘Common Definitions’ chapter of the State Financial Aid Manual); and
- b. A nonbeneficiary student defined as a student enrolled in an eligible postsecondary institution who is not an enrolled member of a federally recognized Indian tribe.

C. Application Process

1. A complete application must be received by the stated deadline in order for a postsecondary institution to receive funds.
2. Complete application includes:
 - a. Completed Tribal College Supplemental Grant Assistance form (See Appendix 1).
 - i. Signed by postsecondary institution president.
 - ii. May be submitted in paper form or uploaded via a secure web interface provided by the Office.
 - b. Listing of nonbeneficiary Minnesota resident students.

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- i. Completed spreadsheet form provided by the Office.
- ii. Must be uploaded via a secure web interface provided by the Office.
- c. Audit Report or Financial Statement.
 - i. Postsecondary institution's most recent audit report or financial statement.
 - ii. May be submitted in paper form or uploaded via a secure web interface provided by the Office.
- d. Detailed account of the expenditures of TCSGA funds.
 - i. Not required until postsecondary institution has received initial year of TCSGA funds.
 - ii. May be submitted in paper form or uploaded via a secure web interface provided by the Office.

D. Award Process

1. Awards are calculated based on the information provided in the annual application by the postsecondary institution.
2. Annual awards are based on the number of eligible Minnesota resident full-time equivalent (FTE) nonbeneficiary students enrolled during the award/fiscal year July 1 to June 30.
 - a. For TCSGA purposes, all summer terms are considered leading terms
 - i. All summer enrollments for which TCSGA funds are requested must be listed on the same annual application as enrollments for the fall term in that year.
3. Full-time equivalent (FTE) is defined as sum of credits for which all nonbeneficiary Minnesota resident students are enrolled in a semester, divided by 30 (minimum number of credits for which a student must be enrolled in a semester based academic year to be considered full-time). See also Minnesota Statutes 136A for definition of 'Full Time' and 'Academic Year' in the 'Common Definitions' chapter of the State Financial Aid.
 - a. Eligible postsecondary institutions with nonbeneficiary Minnesota resident students enrolled in programs that are not semester based must contact the Office for a modified FTE calculation formula.
4. Annual awards are based on the following calculation (See Minnesota Statutes 136A.1796):
 - a. Sum of the annual FTE nonbeneficiary Minnesota resident students enrolled:
 - i. At the end of the leading summer and fall semesters; and
 - ii. As of the sixth week of the spring semester.
 - b. Multiplied by:

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- i. \$5,300; or
- ii. If the amount appropriated is insufficient to cover the total amount of grant eligibility, a prorated amount specified by the Office.

E. Disbursement Process

1. Disbursements are made directly to the eligible postsecondary institution.
2. Funds are transferred to the postsecondary institution via EFT.
3. Disbursements for the current fiscal year are generally made on or about April 15 of each year.
4. When TCSGA funds are received, the postsecondary institution must deposit the funds into a separate general ledger account.

F. State Audit Requirements

1. Records Available for Auditors

- a. OHE auditors will periodically visit each participating postsecondary institution to perform an audit.
- b. The postsecondary institution also has the option of hiring an outside auditing firm to conduct its state audits in conjunction with its audits of federal aid programs. (See ‘Audits’ under the Common Definitions chapter of the Financial Aid Manual for further information.)
- c. The postsecondary institution must establish a procedure by which an audit can be conducted by going to no more than three administrative offices within the postsecondary institution. In most cases, these will be the financial aid office, the business office and the registrar’s office, but that choice is made by the postsecondary institution.
- d. The postsecondary institution must maintain and make available to auditors individual student registration and financial aid files (only if student applied for financial aid) for each student listed on an annual application.
- e. Historical records and documentation must be kept on file for three years after the last day of the fiscal year or until all audit exceptions for the period are resolved.

2. Postsecondary Institution Eligibility

- a. The postsecondary institution must make available:
 - i. Documentation of its current institutional accreditation status; and

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- ii. Documentation verifying the postsecondary institution is formally controlled by or has been formally sanctioned or chartered by the governing body of a federally recognized Indian tribe, or a combination of federally recognized Indian tribes.

3. Student Eligibility

- a. The postsecondary institution must have written documentation that each student listed on an annual application meets all of the program eligibility requirements described in the ‘Student Eligibility’ section in this chapter.

4. Use of Funds

- a. The postsecondary institution must make available a detailed account of expenditures of TCSGA funds.