

**COEUR D'ALENE TRIBE DEPARTMENT OF EDUCATION
STUDENT RESPONSIBILITIES INTAKE FORM**

1. Applying to the Coeur d'Alene Tribe (CDA Tribe) Department of Education (DOE) for funding on or before the specified deadline
2. Submitting mid-term and final grades each quarter/semester to the DOE
3. Submitting COLLEGE DEGREE PLAN, as developed with your advisor, at the end of the first quarter/semester I am enrolled in school
4. Submitting my class schedule prior to the beginning of each quarter/semester
5. Pay ROOM & BOARD, TRANSPORTATION, and other EDUCATIONAL EXPENSES with the funds received from the CDA Tribe DOE
6. Notifying the DOE of ANY CHANGES in financial aid IMMEDIATELY
7. Notifying the DOE within FIVE (5) days, in writing, if I withdraw from a class or program
8. Notifying the DOE IMMEDIATELY if I am in jeopardy of failing class(es) for any reason
9. If I transfer from a 2 year to a 4 year college or change my degree plan I must re-apply and have official approval from the CDA Tribe DOE
10. Maintaining a cumulative GPA (grade point average)in accordance with the requirements of my respective college to remain in "GOOD STANDING", 2.0 or above (if I drop below the 2.0 GPA I will be placed on probation, if it happens a second quarter/semester I will be automatically suspended)
11. If applying for part-time status 11 credits or less per term, I will be eligible for tuition, books and transportation only
12. As a full-time student I must maintain a minimum of 12 credits (if I drop below the minimum I will be reclassified as a part-time student and only eligible for books, tuition and transportation) If I do drop below the 12 credits I will also be placed on probation for the loss of tuition and books already paid on my behalf
13. Completing degree or certificate within the allowable time frame:
 - a. Vocational Certificate – 4 semesters or 7 quarters
 - b. Baccalaureate Degree – 10 semesters or 15 quarters
14. Submitting CURRENT ADDRESS to the DOE within 10 days of any change
15. If I receive any financial aid from the CDA Tribe DOE that I AM NOT ELIGIBLE for I will be responsible for paying that money back to DOE ASAP

Student Signature

Date

Student Print Name

Address