



Educational Leadership
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**Participant Agreement
American Indian School Leadership & Principal Certification Program**

Name: _____
Date of Birth: _____
Social Security Number: _____
NAU ID Number: _____
Home Address _____
City, State, Zip Code: _____
School Name/District/Agency _____
School Address _____
City, State, Zip Code _____
E Mail Address: _____
Work Phone: _____ Home: _____ Cell _____

This Participant Agreement is between the student listed above and the NAU College of Education. The student is a recipient of a grant awarded to the College under 34 CFR Part 263 of the Federal Register of the Elementary and Secondary Education Act. As an express condition of the receipt of AISL Project funds, the student agrees to the following stipulations. The student's signature at the bottom of the page indicates her/his understanding of their responsibilities to keep in good standing with the AISL program.

A. Program Policy and Procedures:

1. Academic Terms Covered: The start of the program is Fall Semester, August 2014 through December 2017. The induction experience will be from January 2018 – December 2018.
2. The program is situated at Northern Arizona University, Department of Educational Leadership, where the benefits of the grant are to be applied.
3. Costs Paid for Participant:
 - a. Part-time Tuition: Carrying 3 hours per semester (Students wishing to take more than the 6 hours per semester can do so with approval)
 - b. Textbooks: Up to 2 textbooks per class is allowed. Payment for participants textbook will be based upon the text book cost charged by NAU Bookstore. Additional texts can be purchased if it is a requirement by the instructor.
 - c. Travel: Based on available funds participants traveling in excess of 30 miles one-way to get to a location where there is internet service will be reimbursed for travel to the site at the rate established by NAU. When funds are available travel expense may be allowed for students to attend a professional development conference, cohort meetings, or for other travel as approved by the Principal Investigator and/or the Project Coordinator.
 - d. Cost to take the AEPA (principal's exam) will be covered by grant funds. Cost for retakes is not covered.
 - e. Project will not be responsible for any other participant costs incurred (i.e., library fines, parking tickets, food, novelty items, general school supplies, course drop fees and repeat fees, and any other cost not specifically listed above).

4. Educational Requirement:
 - a. Students agree to pursue a course of study at NAU College of Education leading to a Masters in Educational Leadership and principal certification with an anticipated graduation date of December 2017. The student will complete a 12 month induction starting on or about January 2018 and ending December 2018. Student understands and agrees that failure to complete the degree, except for emergencies, by the graduation date will result in termination of all further financial support. Failure to complete the degree will also result in either student participant's obligation to commence qualified service employment as set forth in the payback requirements below, or student's obligation to repay the financial support by cash repayment according to the terms set forth in the cash payback below.
 - b. If student is unable to complete the degree by the graduation date or start the induction experience, student may request an extension of these dates by submitting a written request to the Principal Investigator and/or the Project Coordinator not less than 30 days prior to the graduation date. The written request must provide a detailed explanation of the reasons for the delay and a new anticipated graduation and induction dates. The University will grant an extension only for good cause (as determined by University policies) and the University may impose such additional conditions as it deems appropriate, including without limitation suspension of financial support.

B. Participant's Responsibilities:

1. Eligibility:
 - a. Any student who is a member of a federally recognized tribe and has a Certificate of Indian Blood, and/or students who are descendants of a tribe with proper documentation are eligible. A copy of your Certificate of Indian Blood or descendant documentation is required.
2. Coursework:
 - a. Student is expected to maintain a satisfactory academic standing as determined by the EDL Department and the College of Education. Failure to maintain satisfactory progress may result in being released from the program.
 - b. A student earning less than 3:00 GPA may be placed on probation and/or suspended depending on the severity of the situation as a project participant.
 - c. A student who drops or receives a grade of incomplete for a total of 9 or more hours during the period covered by this agreement may be placed on academic probation, suspended and/or terminated depending on the severity of the situation as a project participant. University policies regarding academic probation and disciplinary actions will be followed.
 - d. Student must enroll in a minimum of 3 credit hours per semester to remain in the program as a participant. Summer sessions require participants to enroll in 3 hours each session for a total of 6 credits for the two summer sessions.
3. Academic Reporting Requirements:
 - a. Student agrees to provide a copy of her/his transcripts to the Project Coordinator within 30 days after the end of each grading period during which the student is enrolled. Student further agrees to allow the Project Coordinator to speak with their instructors teaching courses in connection with the Program and authorizes all instructors to release to the Project Coordinator any and all information relating to student's academic performance and any other information in connection with the program.

C. Withdrawal from Program:

1. A student who voluntarily withdraws from their course of study will be terminated as a project participant and cash payback procedures will commence.
2. A student may be administratively withdrawn from the project as a participant due to poor academic performance, inadequate attendance, false financial claims, or disciplinary reasons, and cash payback procedures will commence.

D. Payback Requirements:

Student receiving training under this program are required to pay back, either through service or cash, an equivalent amount of time or cost of the training received. Payback is to begin 6 months from the student's obtaining a principal's certification or withdrawal from the program, whichever occurs first. Student must agree that information on the participant's and his/her training program may be provided to the Office of Indian Education, U.S. Office of Education, which is the cognizant agency responsible for ensuring completion of the payback requirements. Student must obtain approval from the Office of Indian Education of the type of service to be performed when a service payback is performed. Upon approval of a service payback, the participant is required to provide a semi-annual certification from his/her supervisor, of continuous employment. Failure to comply with the payback requirement may jeopardize the participant's ability to obtain future federal student aid.

The contact for the payback agreement is the U.S. Department of Education, Office of Indian Education, Professional Development Program, 400 Maryland Ave., S.W., Washington, D.C. 20202-6335, telephone (202) 260-3774, Fax (202) 260-7779

1. Service Payback (Work Related):
 - a. Student is required to perform a work-related service, relating to the training received that benefit Indian students. The preferred is to perform as a principal and/or as an assistant principal. It must be a position requiring an administrator's certificate.
 - b. The payback will be continuous service equal to the total amount of time for which training is received.
2. Cash Payback:
 - a. A cash payback is required when the participant:
 - i. Withdraws or is terminated as a participant from the program.
 - ii. Chooses not to complete a service payback upon degree completion; or
 - iii. Is unable to complete the service payback started; in this case, a pro-rated cash payback will be based on the period of service payback completed.
 - b. Student is responsible for a cash payback (when no service payback has been performed) or the total cost of the training received during the time of this agreement. (See student benefits section for covered costs)
 - c. Cash payback will be based on a payment schedule approved by the Office of Indian Education Payback Office.

E. Induction Year:

The AISL project includes a 12 month of induction support. Induction programs provide a system for promoting continuing education of new principals, thus, increasing the likelihood that they will continue to grow professionally. The services offered through this program include mentoring, bi-annual cohort seminars and support to attend a professional conference. Students are highly encouraged to take full advantage of these support opportunity. Although these services are part of the project they do not constitute a basis for deferral of the payback requirements.

I, (a) have read and understand the attached service obligation regulations and FAQs, including the service obligation ("work payback") equal to the total period of time for which training was received; the requirement that work payback be related to the training received and benefits Indian people; that if I do not meet the work payback requirement, I must repay the total amount of funds received and expended for my training ("cash payback") or a prorated amount based on approved work-related service; that I will inform the US Department of Education of my intention to complete either a work payback or cash payback within 30 days of completion of my training, per instructions by the U.S. Department of Education; (b) provided the information requested of me in this Agreement to the grantee representative; (c) completed the Certification of Eligibility for Federal Assistance form (ED 80-0016); and(d) agree to comply with the regulations for the Indian Education Professional Development Program (34 CFR part 263), including the requirement to provide the information necessary to the Secretary to track my service obligation.

_____	_____	_____
Participant Name (Please print)	Participant Signature	Date

To be Completed by Grantee Representative

I have met with the participant and discussed the service obligation requirements and provided him/her with a copy of the regulations.

_____	_____	_____
Grantee Representative Name (Please print)	Grantee Representative Signature	Date

Grant Award Number: S299B130032

Grantee: Northern Arizona University, Department of Education Leadership

Project Title: American Indian School Leadership

Project Director/Principal Investigator: Dr. Joseph Martin

Date of Service Obligation Meeting: _____

Estimated total amount of training months/years: _____

Estimated total amount of funds/support: _____