OTTAWA TRIBE OF OKLAHOMA HIGHER EDUCATION APPLICATION

ELIGIBILITY REQUIREMENTS: 1) Have documentation to prove you are a member of the Ottawa Tribe of Oklahoma. 2) Be admitted to an accredited institution of higher education.

DEADLINE DATES: BEGINNING SPRING, 2019, ALL DOCUMENTATION (INCLUDING APPLICATION, OFFICIAL TRANSCRIPT, AND VERIFICATION OF ENROLLMENT) WILL BE DUE AT THE SAME TIME:

SPRING SEMESTER DUE DATE: JANUARY 30

FALL SEMESTER DUE DATE: SEPTEMBER 30.

ALL STUDENTS MUST MAINTAIN A 2.0 GRADE AVERAGE AND COMPLETE 12 OR MORE HOURS TO BE CONSIDERED FULL TIME PER SEMESTER, FEWER HOURS WILL BE CONSIDERED PART TIME AS DETERMINED BY THE HIGHER EDUCATION INSTITUTION ON THE VERIFICATION OF ENROLLMENT. STUDENTS CAN BE FUNDED FOR 10 SEMESTERS.

NEW APPLICATIONS(#1-7)
New applicants must submit the following to receive funding:

1. A completed, legible, Higher Education Scholarship Application
2. A copy of the Tribal Enrollment Card
3. A copy of a Letter of Admittance from an accredited institution
4. An official transcript from the last school attended(Copy of Official Electronic transcript permitted)
5. A Financial Aid Needs Analysis Form with DUNS number, and signature
6. A signed Higher Education Student Agreement
7. A Verification of Enrollment(Ottawa or school form), signed by the school or stamped with the school seal. (Copy of Official Electronic form permitted)
RENEWAL APPLICATION REQUIREMENTS(#1-4)
All persons who have previously applied must submit the following every semester by the due dates:
1. A completed, legible, Higher Education Scholarship Application
2. An official transcript from last school attended (Copy of official electronic version accepted, must say “official”)
3. A signed or stamped Verification of Enrollment (Copy of official electronic version accepted, must say "official")
4. **If student is changing schools** from the one previously funded, a completed Financial Needs Analysis Form with College DUNS number must be filled out.

DUE TO CHANGING PERSONNEL, ALL PARTS OF APPLICATION MUST BE SENT VIA A PHYSICAL (NOT ELECTRONIC) MAIL SYSTEM TO INSURE IT IS RECEIVED. **SEND TO ABOVE ADDRESS. IF DUE DATE FALLS ON A FEDERAL HOLIDAY, OR WEEKEND, IT IS THE STUDENT’S RESPONSIBILITY TO MAKE SURE THE DOCUMENTS ARE RECEIVED PRIOR TO THE DUE DATE.**

**SELECTION CRITERIA and PAYMENT:** The Ottawa Higher Education Award is Merit based. All applications will be reviewed or rejected based on completion of application, funds available, and hours attending. The Bureau of Indian Education will notify the applicant and the Financial Aid Office in writing of the award. The school must be enrolled in the Automated Standard Application for Payment System and have a DUNS number to receive payment via an Electronic Funds Transfer to the schools banking institution. This is the only way payment can be made.

**PROBATION/SUSPENSION:** A student’s failure to meet the academic standards (2.0 GPA) shall result in the student being placed on probation for one semester. If the minimum GPA is not achieved after this semester, they will be suspended from Ottawa funding until they have 2.0 GPA the next semester attending.
OTTAWA HIGHER EDUCATION SCHOLARSHIP APPLICATION

New Application _____ Renewal _____ School Semester, Year ______________________

NAME__________________________________________________________

DOB_________________ Last 4 digits of SSN or Student Number ________________

Address_________________________________________________________

City________________________________________ State____ ZIP CODE___________

Phone_________________________ Alternate Phone______________________

E-Mail Address_____________________________________________________

HIGHER EDUCATION INFORMATION

Name of Institution________________________________________________

Major________________________ Classification_______ Degree_______________

Last Ottawa Scholarship Received Year________ Semester_____________

I declare that I will use any funds I receive under the Ottawa Higher Education Scholarship solely for expenses connected with the institution stated above. I hereby certify that the above information on this form is true and correct to the best of my knowledge and consent to the release of this information to the Bureau of Indian Education. I understand that my award will be made by Electronic Funds Transfer to the banking institution of the organization as indicated on the Financial Needs Analysis. I will provide a copy of my official transcript and a verification of enrollment within the deadlines each semester.

Signature_________________________________________ Date______________
HIGHER EDUCATION STUDENT AGREEMENT

1. All students are required to submit timely grade reports, as issued by the college or university for each term funded to the scholarship office.

2. After notifying a student for not meeting academic requirements, the student is placed on academic probation for the following academic term.

3. A student on academic probation must complete 12 or more semester hours with a GPA of 2.0 which includes both the cumulative and term averages.

4. Student's failure to meet academic requirements shall result in suspension from the scholarship program.

5. Students suspended from the scholarship program shall not be considered for future funding until they (1) utilize other funding sources (2) complete a minimum of 12 credit hours per term with a cumulative and term GPA of 2.0.

6. Students receiving scholarship grants must provide an official transcript of his/her college work to this office for evaluation progress evaluation.

When a student pursuing a first time degree cannot complete either a four or five year baccalaureate degree program or students who cannot meet the associate degree requirements within two academic years must submit transcripts of grades and program plans to this office for review. A determination about the student’s eligibility for an extension to complete a degree will be made and notification sent. In no case shall the extension exceed one academic year beyond the program plan.

_____________________________               _______________
Student's Signature                        Date
FINANCIAL AID NEEDS ANALYSIS INFORMATION

PART 1 – STUDENT INFORMATION

NAME: __________________________ ADDRESS: __________________________

CITY/STATE/ZIP: __________________________ STUDENT ID OR SSN: __________________________

I give permission for the College/University to release financial and academic information to the Bureau of Indian Affairs. The BIA Office will need financial aid information listed in Part II before any action will be taken on my application. Please complete Part II and forward to:

Bureau of Indian Education
Oklahoma Area Education Office
200 N. W. 4th Street Suite 4049
Oklahoma City, OK 73102

STUDENT SIGNATURE/ DATE

PART II

BUDGET PERIOD: From: ____________ To: ____________ Start Date: ____________

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<thead>
<tr>
<th>COLLEGE BUDGET</th>
<th>RESOURCES</th>
<th>TOTAL UNMET NEED:</th>
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<tbody>
<tr>
<td>TUITION $</td>
<td>PARENTAL CONTRIBUTION $</td>
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<td>FEES $</td>
<td>STUDENT/SPOUSE CONTR. $</td>
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<td>ROOM/BOARD $</td>
<td>PELL GRANT $</td>
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<td>BOOKS $</td>
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<td>TRAVEL $</td>
<td>STATE GRANTS $</td>
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<td>MISC. $</td>
<td>OTHER $</td>
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<tr>
<td>TOTAL COST $</td>
<td>TOTAL RESOURCES $</td>
<td>$</td>
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</tbody>
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IMPORTANCE – PLEASE COMPLETE

PAYMENT INFORMATION – If awarded, scholarship will be sent by direct deposit to the college.

College: __________________________
Address: __________________________
City, State, Zip Code: __________________________

COLLEGE DUNS NUMBER: __________________________

Is College enrolled in the Automated Standard Application for Payment (ASAP) System?
Yes ______ No ______

IF NO – PLEASE GO TO www.sam.gov to enroll. NO AWARDS CAN BE MADE UNTIL THE COLLEGE/UNIVERSITY IS REGISTERED.

Financial Aid Officer Signature __________________________ Telephone Number __________________________ Date __________________________
OTTAWA VERIFICATION OF ENROLLMENT

A Verification of Enrollment signed by the registrar/stamped with school seal, and an Official Transcript, with the grades from the last semester you attended school must be received in this office by September 30(fall) and January 30(spring), before the award will be issued. Faxes, unofficial copies, or emails of these documents will not be accepted.

Print student Name ___________________________________________ Last 4 of SS or Student Number

Current Mailing Address________________________________________

_____ Change of Mailing Address since last applied

Is currently enrolled for: fall spring year______________________

At: __________________________________________________________

_____ This is a change of schools since last funded

Student is: _____ Half Time-Enrolled in less than 12 Hours
              _____ Full Time- Enrolled in 12 Hours of More

I certify that the information above is accurate according to our admission records.

_________________________ __________________________
Signature and Position Date

SCHOOL SEAL: