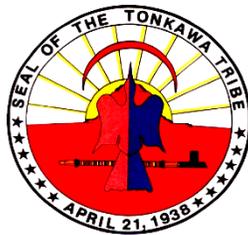


TONKAWA TRIBE HIGHER EDUCATION GUIDELINES  
EDUCATION SCHOLARSHIP ASSISTANCE  
\*BIA & TRIBAL FUNDING\*  
\*GRADUATE GUIDELINES\*



# EDUCATION GUIDELINES

## INTRODUCTION

The Tonkawa Tribe operates the grant funding from the Bureau of Indian Affairs (BIA) that provides Higher Education Scholarship Assistance. This grant is for assisting Tonkawa Tribal members seeking higher education. This handbook is here to help you understand what you must do and what you need to submit in for assistance. Please remember that the Tonkawa Tribe also runs concurrent, the Tribal Scholarship Fund, that helps with scholarships when BIA funding is depleted. Both funding sources are here to support each student with financial assistance as they strive to reach their level of education pursuing a degree from an accredited institution while attending the college/university of their choice. The field of study is not limited to any particular discipline. Comprehensive universities, regional universities, two- or four year community colleges, private institutions and online universities are acceptable as long as they are accredited by the United States Department of Education. The program does want to remind each applicant that researching the college/universities helps with deciding if that institute does carry the field that is pursued. Researching these institutes will also include the total cost of each degree and will include additional grant/scholarships available. Each student/applicant must remember that this is an assistance program and cannot cover the total cost of their educational journey. Education services will support Tonkawa members with only ONE associate's, ONE bachelor's degree. These students are undergraduate students. The Tonkawa Tribe Scholarship fund will consider assisting graduate students if all required information is approved through the Tribal Business Committee. Please note this is only if there is the availability of funding. Further information is included with the graduate information listed further down. BIA/Tribal awards may affect the students federal and other funding sources which can result in an over award. An over award occurs when more funds are awarded to a student that financial aid rules allow. Funding may change in award amounts from semester to semester. In no instance will a student be reimbursed for completed course work. Each student/applicant circumstances are not alike and students should never compare what they receive on their award letters.

**\*\*Students which are employed with the Tonkawa Tribe, and attending college, must always, every semester, submit a copy of their class schedule to their Director and Human Resources, (H.R.). The student must always clock-out when leaving for their class and upon returning, clock back in to their job site. Students are able to work on their homework when all other work duties/assignments are completed for that day. Abusing this, will result in no longer allowing homework during working hours. This could affect all students attending college. \*\***

## **REQUIREMENTS**

### **FAFSA APPLICATION ONLINE:**

All students are **REQUIRED** to apply for the Federal Application for Student Aid, FAFSA, for each new school term. Failure to submit in a FAFSA application prolongs your assistance through the higher education program. Each college/university will not complete the financial needs analysis form until the FAFSA application is completed. Information is taken off of the FAFSA application for the financial needs analysis form, (FNA) Each student must communicate with the institute financial aid office/bursar and make sure they have received your FAFSA information. In the past the colleges/universities had communicated with the education office in reference to the student's information, but due to the confidentiality law, this is no longer feasible. Each student **MUST** inquire about their submitted information and relay back to the education office. Many High School seniors that are planning to attend college will get this information from their High School counselor. All other students please remember this is required. All students are encourage to seek additional resources to help with the financial cost of attending college. Please google Native American scholarships and you will receive a list of several scholarships available. You may also search the American Indian College Fund web site. This site has an additional list of scholarships. As stated in the introduction we encourage all students to apply for other resources if they plan on attending private universities and/or online classes. The tuition costs and credited hour cost, for these two, are costly. If you completed the FAFSA application and you are denied assistance and you are planning on attending any of the private universities or online classes then you could/will be liable for covering the remainder of the cost after receiving your award amount. This has happened.

### **LETTER OF ADMISSION/CLASS SCHEDULE:**

Each student/applicant will need to apply to the college/university they plan to attend and be accepted. They should receive an acceptance letter from the college. This letter will need to be submitted in with the Higher Education Scholarship application. Along with this letter the student will submit a copy of their class schedule. This enrollment schedule must/will show the students name, semester, name of college/university and total credit hours in which the student is enrolled.

### **SCHOLARSHIP APPLICATION:**

All students need to contact the education department for a Scholarship application. This needs to be done as soon as possible and before the deadline dates for each semester. **The deadline dates for each semester is:**

**JUNE 1<sup>st</sup> – FALL SEMESTER**

**DECEMBER 1<sup>st</sup> – SPRING SEMESTER**

**APRIL 1<sup>st</sup> - SUMMER SEMESTER**

Please complete the application in its entirety. Please write legible. Please make sure you have a working email address. All correspondence is handled through e-mail. Please make every effort to notify the education director if you change e-mail addresses or phone numbers. There will be times when a phone call will be placed and find a number is no longer in service. Scholarship applications will be submitted in to the education office EVERY SEMESTER you plan to attend college. Please remember, **YOU ARE ONLY ALLOWED 10 SEMESTERS FOR SCHOLARSHIP ASSISTANCE as undergraduates.** (*Summer semesters will not count towards your 10 semesters as before.*) These applications can be handed to you, mailed or e-mailed to you. You may scan and email back to the education office or mail them. You may also hand-carry them to the office. **PLEASE REMEMBER - The education office will no longer accept pictures off your phone for any of the application process.**

### **HIGH SCHOOL TRANSCRIPT/COLLEGE TRANSCRIPT:**

High School student/applicant will provide a completed high school transcript that reflects their Final GPA. A copy of their GED/HSE score; home-school students will submit their ACT scores.

College students will provide an **official updated college transcript every new school term.** You may submit an **unofficial transcript for the spring semester.** Students may submit the transcript themselves. Scanned images of official transcripts can be submitted; however, official documents will not be accepted via photos taken by phone. They must be mailed in. The education department has in the past “allowed” photos emailed in, this will no longer be acceptable.

### **TONKAWA TRIBE ENROLLMENT CARD (CDIB):**

**THIS CARD MUST BE CURRENT.** (Past 5 years or newer) if you have not updated your card please contact tribal enrollment with the Tribe.

### **FINANCIAL NEEDS ANALYSIS FORM (FNA):**

This form must be filled out and signed. The top portion of the form. Take the FNA to the financial aid office of the college/university you are attending. The financial aid officer will determine your financial need off the FAFSA application that you completed. As stated prior, failure to complete this FAFSA grant application prolongs the completion of the FNA. In some instances, and this has happened, most college/universities expect their payment to the college/university within two-weeks after classes beginning. Non-payment will result in you, or your parents, covering some of the costs that is owed. This is a hardship on everyone when you are not submitting in all your information before the deadline dates. Each student will continuously check with the financial aid office about this form. Some colleges/universities will notify you when it will be ready for you to pick up. Some will go ahead and email the completed form to the education department. Please remember this is your responsibility about getting this form completed and returned back to the education department. Once this form is received, and attached with all the scholarship application request forms, then the

scholarship award will be determined. Higher education awards students after all other sources of funding are applied and there remains an unmet financial need. This does NOT include educational loans. "IF" a student receives FAFSA grant funding the director can determine what the scholarship will be by what the college/university recommends. "IF" a student **does not** receive FAFSA grant funding then the director, who has consulted with the Business Committee, will determine funding amount with an approved funding formula.

**PART-TIME STUDENTS: 11 CREDITED HOURS OR LESS must provide an invoice for the TOTAL COST OF BOOKS, FEES & TUITION ONLY. YOU DO NOT NEED TO TURN IN THE FNA FORM.**

### **PERSONAL LETTER:**

This letter should state why you need a scholarship award and how you will use the funding, the college major you are pursuing and your objectives after graduation from college. Please remember that this letter is needed only for your initial scholarship application. You do not need to write a letter every semester if you are a continuing student.

### **SCHOLARSHIP AWARD LETTER:**

Once your application is complete, **with** all required documents attached, and the funding amount is determined the award letter will be finalized. This letter will be emailed to the student and the financial aid office of the college/university. The check request will be submitted and approved through the system. The check will be mailed to the college/university after a copy is made for the student file. All applicants will be notified with a letter, if they are disapproved for scholarship funding. You are personally responsible for housing reservations, any deposits or fees that are required for admission purposes. There is no reimbursements made. Every new school term the student will receive with their award letter the **SCHOLARSHIP AWARD AGREEMENT** that must be read and signed by the student. This form must be returned back to the education office before the check is mailed to the college/university financial aid office. (REMINDER: some award amounts are subject to change each semester. The education department determines the amount from the FNA form that is received every semester from the financial aid office of each college/university.)

### **PROBATION/SUSPENSION:**

**Full-time** students that have failed to carry 12 credited hours, students that failed to carry a grade point average, (GPA) 2.0, will be place on probation for the upcoming semester. The student will be required to submit a mid-term grade report as soon as mid-term grades are posted. Failure to submit in the form will result in suspension of the program. This will mean that the student will have to complete a full-time 12 or more credit hour semester on their own or other resources, and carry a 2.0 GPA at the end of the semester, to become eligible to apply for the scholarship program again.

**Part-time** students must carry a GPA of 2.0 to remain eligible for the next semester, and carry the same amount of credited hours or will be placed on probation in the same manner.

All new freshmen/returning students that DO NOT FINISH/COMPLETE THE SCHOOL TERM they applied for and received funding will be placed on probation for one whole

semester. Continuing students that end up on probation will follow probationary procedures and submit a mid-term grade form. Failure to submit this form in will result in suspension as well.

### **GRADUATE STUDENTS:**

All students wanting to apply for graduate assistance must apply for other resources, master's degree scholarships are available online and please apply for as many as possible. The student must be DENIED from two (2) resources and submitted in with your scholarship application. Student must be accepted in a University. Graduate students will receive assistance with books, fees and tuition only if they are approved. The Tribal Business Committee will make that decision and inform the education director. All graduate students will continue to apply for graduate scholarships. **Graduate students will only receive funding assistance for four (4) semester. (This is subject to change, with approval from the Tribal Business Committee).** The process, when applying for scholarship will be as stated above for continuation for each semester when applying for scholarship assistance. Each student will provide an invoice from the bursar/financial aid office with the TOTAL COST FOR BOOKS, FEES & TUITION ONLY. Failure to provide invoice in a timely manner will result in student covering the cost for that semester.

Students, please remember communication is priority! You must communicate with the program director and your advisor. Some colleges/universities have on staff a Native Counselor to assist and aid you with any problems while attending the school. Seek them out and ask questions. Your advisor can also direct you to a suitable tutor to help you, if you are struggling in a class. Do not wait until it is too late. REMEMBER:

SEEK

ASK

COMMUNICATE