Spokane Tribe Education Department

Information about the Spokane Tribe Higher Education (HE) & Adult Vocational Training (AVT) tuition assistance programs

The Spokane Tribe Higher Education and AVT tuition assistance programs help students pursue their dreams of obtaining a higher education degree, certificate, or license. The Spokane Tribe of Indians (STOI) Education Department aids in assistance with items such as tuition, book reimbursement, and a monthly stipend to offset the cost of education. We highly encourage you to apply for all other outside scholarship programs that you may be eligible for in order to assure that your education needs in regard to expense are being met.

Although our Higher Education and Adult Vocational Training programs differ in the sense that an AVT program can be considered "short term" whereas HE is always long term, our dates and deadlines remain the same for AVT "long term" (11 months-24 months) programs.

Spokane Tribe Higher Education & Long Term AVT Timelines

- Scholarship Application Open: February 15th, 2018; Fall 2018/Priority
- Scholarship Application Close: May 15th, 2018
- Application Review Period: June 1st-30th, 2018

Notification to Students of Award

Award notification (both awards and declines) will begin June 15th, 2018 depending on when applications were reviewed. Applications will be reviewed in the order they were received. Notifications may occur as late as August 15th, 2018. **Awardees/Recipients must respond to their award letters no later than August 31, 2018.**

Items that may delay your Award

In addition to submitting a complete Higher Education or Adult Vocational Training application to either the Program Manager or Outreach Coordinator with all supporting documents applicable to new student/entering freshman or returning student, students must also ensure that they 1. Complete their Financial Aid (FA) packages with their school of choice. Student must also 2. Register for Fall 2018 courses. Furthermore, some schools may require their freshman to 3. Fulfill an Orientation prior to being allowed to enroll for classes. **To ensure your FA package is complete you will need to contact your schools Financial Aid office and/or respond to any items the FA office may send you in the mail. If you miss their FA deadlines to be awarded fall funds you will then be ineligible for funding through the STOI Higher Ed or AVT program(s).**

Scholarship Post-Acceptance Documents Required

Should your original application be missing an item that is non-essential (policies & procedures acknowledgement form, student agreement form, etc), awarded students will receive a list of those additional documents in their notification letters.

- Deadline for non-essential items: August 31st, 2018

Questions about the STOI Education Department?

If you have questions, or your school requires an award letter to be sent to them by mail, please send an email to micaela.carroll@spokanetribe.com or sasha.reuben@spokanetribe.com, or mail to STOI Education Department, Po Box 358, Wellpinit, WA 99040. You can also reach us by phone at 509-458-8005.

Updated January 25, 2018
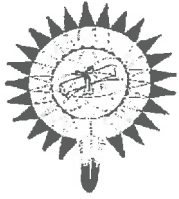
Frequently asked questions:

When applying

Q: How can I get an application to apply?
A: You can request an application be emailed or mailed to you by contacting the Education Department manager or Outreach Coordinator at micaela.carroll@spokanetribe.com or sasha.reuben@spokanetribe.com. Please keep in mind that if you are requesting an application be emailed or mailed we ask that you do so at least 15 business days prior the deadline to ensure that your application reaches you in time. We cannot be responsible for delays in email or postal mail. You can also download a printable version at https://www.spokanetribe.com/education on the main page under "printable documents".

Q: Do I have to submit all pages of the application back?
A: Yes. If pages are missing your application will be considered incomplete, therefore you will be ineligible for funding not considered as a possible awardee.

Q: What if I do not have my college academic transcripts on or before the deadline?
A: All documents relevant to new/entering freshman or returning student must be submitted at the same time your application is submitted. If you do not have a copy of your most recent college transcript on or before the deadline you will need to wait until the next deadline (winter or spring).

Q: What is the application process?
A: There is a seven-step process: 1. Submit general STOI Higher Education or AVT application + all required documents back to the department. 2. STOI Education Department will review your application before or during the review period (dependent upon when your application submission was received) and determine eligibility. 3. STOI Education Department will then correspond with the college that you have listed on your application to request information in regard to your Financial Aid package for outside grants, scholarships, student loans, or other outside money that you may be receiving to pay for tuition. 4. STOI Education Department will then utilize that information to determine a dollar amount toward tuition that the program may be able to assist with. 5. If awarded funds, STOI will then notify you via official paper mail. 6. The applicant must then respond to the award letter and complete the Post-Acceptance verification process. 7. Become a Spokane Tribe Higher Education or Adult Vocational Training awardee/student.

Q: Is there anything I need to do during the review time?
A: Yes. Applicants must ensure that their Financial Aid packages through their college of choice is complete. An incomplete Financial Aid package will deem you ineligible for funding through the STOI Education Department for any program you wish to seek funds for.

Q: When should I apply?
A: We encourage you to apply as soon as applications become available to allow enough time for the department to process your paperwork. Waiting to apply until the day of the deadline is never a good idea.
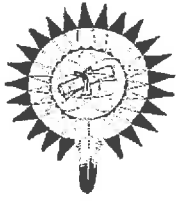
Updated January 25th, 2018

**Spokane Tribe Higher Education & Long Term AVT Timelines Fall 2018 & Priority**
- Scholarship Application Open: February 15th, 2018
- Scholarship Application Close: May 15th, 2018

Application Review Period: June 1st-30th, 2018

Winter/Spring & Summer 2019, not yet determined

Q: Are there opportunities available for Summer?

A: If you are a current student during the 2018-2019 school year and you have not used the entire $8500 per student per academic year allowance toward tuition and you show a financial need (you are not receiving other outside grants or scholarships to cover your expenses per your Financial Aid office) for tuition assistance during the summer then yes, opportunities are available. You must also be in **graduating status,** meaning you need summer courses to graduate that term or the next, or the courses you wish to take are only offered during the summer. Please contact the Program Manager for more information.

For more FAQs please refer to FAQs located at https://www.spokanetribe.com/education under "printable documents"
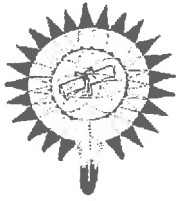
# Eligibility requirements overview
Higher Education

- Be an enrolled member of the Spokane Tribe

- Currently hold a High School Diploma or General Education Development certificate (with the exception of High School Seniors who may *apply* before their diplomas/certificates are awarded)

    o High School seniors must submit verification of High School Diploma or GED, as applicable as soon as their diploma/certificates are received. This is normally expected to be submitted no later than June 30th of each year prior to the fall start date.

- Be enrolled in a two (2) or four (4) year accredited college *and* be eligible for Title IV grants, state funding, and other institutional aid through FAFSA;

    o For entering Freshman/High School Seniors they must have *applied* to a 2-year or 4-year college at the time their Spokane Tribe education application is submitted

    o Entering Freshman and High School Seniors must also submit documentation of college application documentation (if done online verification is given through email) at the time their Spokane Tribe education application is submitted

- Entering Freshman/High School Seniors are required to provide college acceptance letter no later than June 30th to be considered for funding

- Apply for FAFSA (Free Application for Federal Student Aid) annually at fafsa.ed.gov

    o Submit a copy of Student Aid Report (SAR) at the time of Spokane Tribe Education application submission with each new application

    o Reference fafsa.ed.gov in regard to when you can renew your FAFSA to obtain a new Student Aid Report

    o All questions pertaining to a FAFSA should be looked up at fafsa.ed.gov as this program is outside of the Spokane Tribe Education Department and is not a Tribal program. We are unable to help you determine your FASA eligiblity. However, we are able to assist you on what you need to do to apply for FAFSA.

- Be enrolled as a full time student;

    o **Part time** and **Graduate** students will be considered for tuition and books only in accordance with a returned Financial Needs Analysis (FNA) forms and not to exceed Education Department CAP's

-

Updated January 25th, 2018

- Follow all guidelines within Spokane Tribe Education Policies & Procedures Manual/Handbook

- Submit all required documents as listed on new or returning student checklist at time of Education application submission

- Accept all grants and scholarships offered

- Other items as listed in Education Policy & Procedures sections Eligibility - Amendments (sections 2.0-13.0)

For more questions please contact Program Manager at micaela.carroll@spokanetribe.com or Outreach Coordinator at sasha.reuben@spokanetrib.com. You can also reach us by phone at 509-458-8005.
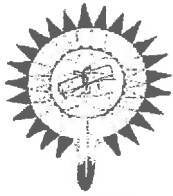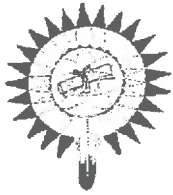
Spokane Tribe Education Department
New student checklist

What do I need to submit to be eligible for Higher Education funding as **NEW STUDENT**? Students are eligible for assistance as a **new student** if they have never received higher education funding for a 2 year or a 4 year degree and if they currently do *not* hold a BA/BAS, Masters or Doctorate, regardless if a previous degree was or wasn't funded through the Spokane Tribe Education Department.

Below you will find a list of the items that you will need to submit along with your complete application:

- **Complete Spokane Tribe Higher Education application**
  - Each page must be filled out *completely*. Each signature line needs a legible signature.
  - Email and Social Security Number required.
- Copy of 2018-2019 **Student Aid Report**
  - All pages of SAR must be submitted. Available at www.fafsa.ed.gov
- Copy of **certificate of Indian blood (CIB) and enrollment card.**
  - If your enrollment card is expired you will need to see Vicki Raymond, enrollment officer, to obtain a new enrollment card. You can contact her at vickir@spokanetribe.com. You must submit a copy of your CIB or enrollment card yourself. The STOI Enrollment Officer cannot submit this documentation for you.
- Copy of **high school diploma, GED, most recent college transcript**- whichever is applicable
  - **High school diploma** required on or before June 30th
- Documentation of application to **two outside scholarships**
  - Documentation must be date and time stamped if you are submitting to STOI Education Department via email; confirmation must show student name. Outside scholarships that are being mailed are asked to be submitted as a copy of what you are mailing.
- Signed **acknowledgement form for policies & procedures**
  - Students can request an acknowledgment form in person during office hours if they are unable to obtain this via spokanetribe.com/education under "printable documents" under tab policies & procedures
- Copy of **College Acceptance Letter**
  - High School Seniors must have applied to a 2 year or 4 year accredited college at time of application submission and must submit documentation showing as such.
- Minimum of **1-page single spaced letter outlining your education goals** *must be signed*
  - What are you going to school for? What motivates you? What do you plan to do upon graduation?
- Copy of **upcoming class registration**
  - Some students may have this and some may not. Please make sure to keep in contact with Program Manager as to where you are at with registration. Often, universities and/or community colleges require students to attend a freshman orientation before class registration. Registration must be complete for schools to determine financial need via financial aid package. **If you do not register for classes with enough time for your school to complete your Needs Analysis prior to the beginning of the term you wish you start with your eligibility start date will move to the next term. Generally we ask that the Needs Analysis is able to be complete at least 30 days prior to the start of your first term.**

Updated January 25th, 2018

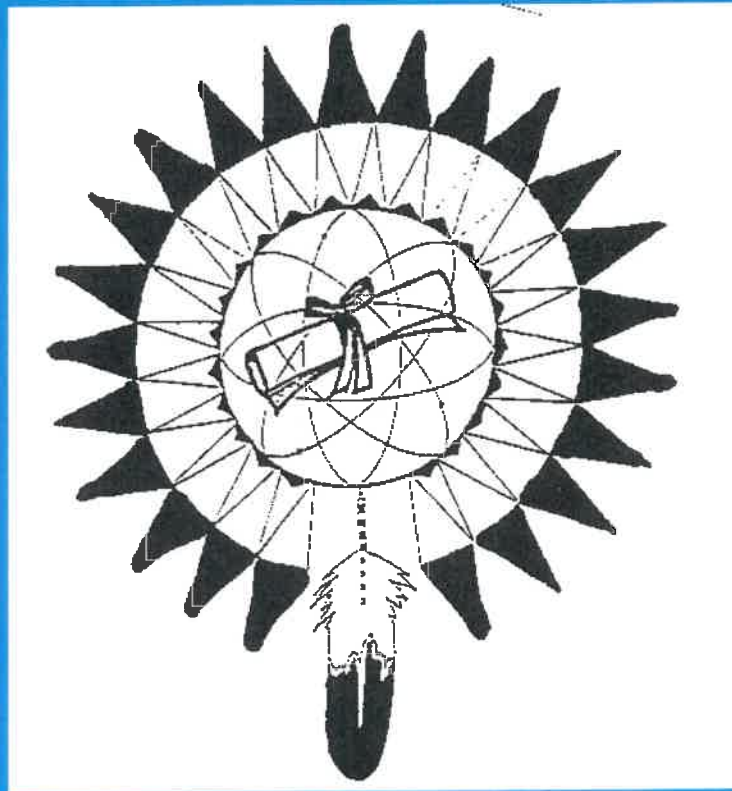# Spokane Tribe Education Department

Returning/Continuing student checklist

What do I need to submit to be eligible for Higher Education funding as **RETURNING STUDENT**? Students are eligible for assistance as a returning student if they have received higher education assistance through the Spokane Tribe Education Department in the past, regardless of how much time has passed, and currently do *not* hold a BA/BAS, Masters or Doctorate, regardless if a previous degree was or wasn't funded through the Spokane Tribe Education Department. If there has been a period of 6 months to 1 year or more between the time you last attended college and last received Spokane Tribe Higher Education Assistance, you will need a **new letter of intent** and/or if you are returning and plan to attend a different college than the last time you received Spokane Tribe Higher Education assistance, you will also need to include a **copy of your new college acceptance letter.**

- [ ] **Complete Spokane Tribe Higher Education application**
    - Each page must be filled out *completely*. Each signature line needs a legible signature.
    - Email and Social Security Number required.
- [ ] Copy of 2018-2019 **Student Aid Report**
    - All pages of SAR must be submitted. Available at www.fafsa.ed.gov
- [ ] Copy **most recent college transcript**
    - **Transcripts** that include your most recent college grades must clearly show credits earned, attempted, term GPA and overall GPA
- [ ] Documentation of application to **two outside scholarships**
    - Documentation must be date and time stamped if you are submitting to STOI Education Department via email; confirmation must show student name. Outside scholarships that are being mailed are asked to be submitted to Program Manager as a copy of what you are mailing.
- [ ] Signed **acknowledgement form for policies & procedures**
    - Students can request an acknowledgment form in person during office hours if they are unable to obtain this via spokanetribe.com/education under "printable documents" under tab policies & procedures
        - Must be renewed annually for continuing students.
- [ ] Copy of **upcoming class registration**
    - Some students may have this and some may not. Please make sure to keep in contact with Program Manager as to where you are at with registration. Often, universities and/or community colleges require students to attend a freshman orientation before class registration. Registration must be complete for schools to determine financial need via financial aid package. **If you do not register for classes with enough time for your school to complete your Needs Analysis prior to the beginning of the term you wish you start with your eligibility start date will move to the next term. Generally we ask that the Needs Analysis is able to be complete at least 30 days prior to the start of your first term.** Please reference Registration/Final Grades page.

Other documents may be requesting and are depending upon the amount of time that has passed since you last received assistance. These items will fall under "non-essential" items and will be requested after review of your higher education application.

Updated January 25th, 2018

SPOKANE TRIBE HIGHER EDUCATION APPLICATION

micaela.carroll@spokanetribe.com, Program Manager

SPOKANE TRIBE EDUCATION DEPARTMENT P.O Box 358 Wellpinit, WA 99040
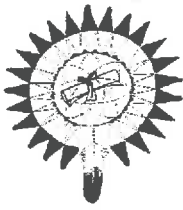
What types of assistance could I be eligible for?

After your financial aid Scholarships & Grants $1,000 or greater have been calculated and applied to the cost of tuition, should there be an unmet need in regard to tuition & room and board (room and board applicable to entering freshman only), the Spokane Tribe Higher Education program may be able to assist with:

Up to $8500 in tuition assistance per academic year

- Undergraduate & graduate students
- Determined on an as-need/unmet basis after receipt of higher education application + supporting documents & after receipt of financial aid information as determined by your educational institution

Up to $3,000 in monthly stipends per academic year

- Undergraduate students only per STOI Education Policies & Procedures
- Released to students on a monthly basis at $150 for half of the month attended or $300 for each full month that the student attends
- Applicable for full time students (12 or more academic credits per term) only
- Must work less than 31 hours per week to qualify

Up to $600 in book reimbursement award assistance

- For full-time, part-time, undergraduate and graduate students

To be eligible for the items listed above, as an applicant, you must also be in good standing with Federal Financial Aid. Additionally, you must be a Spokane Tribal Member and currently possess a high school diploma or a general education development certificate (GED). Furthermore, at the time of application, the applicant must show proof of attempted enrollment in a 2 year or 4 year accredited college.

To continue with the application process, please fill out and <u>return pages 2-8</u> to either the Education Program Manager or the Outreach Coordinator on or before the established deadlines listed below:

Long-term open date: February 15th, 2018, *program must begin after on or after fall 2018 and be between fall 2018 and spring 2019*
Long-term close date: May 15th, 2018

You will also need to submit all required documents listed on our new student or returning/continuing student checklist at the time of application submission.
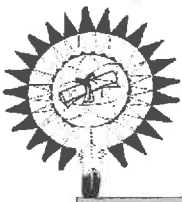
January 25th, 2018

Spokane Tribe Education Department

P.O. Box 358 • Wellpinit, WA 99040 • Phone (509) 458-8005 • Fax: (509) 458-8017
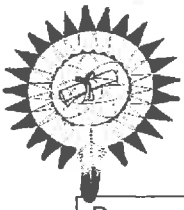
Higher Education Application

Student & family information	
Name (Last, m, first)	Social security # (required)
Other/Previous Last names(s) used if any maiden name:	Date of birth:
Physical address:	
Mailing address: this address is where all official Education documents will be sent to	
City, State, and Zip Code:	
Phone: required	Alternate Phone: (required)

Email (required) this email is where all unofficial Education documents will be sent to and will occasionally be used to correspond with student

Gender:	Veteran: check one Yes ☐ No ☐ Registered for Selective Service: Yes ☐ No ☐	Marital Status: (married, single, divorced)
Dates of Military Service:	Have you ever received Higher Education assistance in the past? check one Yes ☐ No ☐ When?	
Tribal Affiliation (name of tribe)	Enrollment #	Dependents? check one Yes ☐ No ☐
Do you currently receive assistance from another 477-TANF program? Yes ☐ No ☐ Unknown/Unsure ☐		
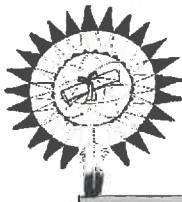
January 25th, 2018

Spokane Tribe Education Department

P.O. Box 358 • Wellpinit, WA 99040 • Phone (509) 458-8005 • Fax: (509) 458-8017

Higher Education Application

Academic information

Current

Current school name or **last** school attended: if n/a write n/a	Dates attended (current or previous):	Previously received degree? If so, please list what year & type (AA/BA):
Mailing & Physical address of current or last college attended:	Phone number of college:	
College planning to attend 2018-2019 SY:	Anticipated Graduation date & anticipated degree upon graduation from this school:	
Mailing & Physical of college planning to attend:	Phone number of college:	

Major/Area of interest (if known):

Minor/Area of interest (if known):

Student Status funding is being requested for 2018-2019 School Year as: please check one	**Term** funding is being requested for: please check one
	Fall ☐ Winter ☐ Spring ☐
	Entire Academic Year (fall thru spring) ☐
Full time (12 more credits) ☐	Other, please specify term & year: ☐
Part time (<12 credits) ☐	_____

Year in college upon start of term funding is being requested for: circle one please

Freshman   Sophomore   Junior   Senior   Graduate   Other (specify)

_____

January 25th, 2018

Spokane Tribe Education Department

P.O. Box 358 • Wellpinit, WA 99040 • Phone (509) 458-8005 • Fax: (509) 458-8017
Higher Education Application

Degree sought to be achieved at end of **2018-2019** school year: circle one please; if **no degree** will be obtained at the end of this school please circle "other"

AA/AAS (2 year)	BA/BAS (4 year)	Masters (BA and above)	Doctoral

Other

High school

Name & graduation date:

GED

Name & graduation date:

College

Other colleges not mentioned above (please include dates attended).

_____

_____

Employment

Are you currently employed?

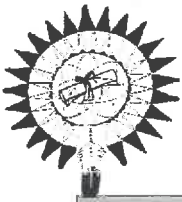Yes ☐   No ☐

Anticipated employment while in school

Part time ☐   Full time ☐

Unknown ☐

Name & address of current or anticipated employer:

_____

_____

_____

_____

January 25th, 2018

Statement of Education Purpose

I declare that I will use any funds I receive under the Higher Education Program within the Spokane Tribe Education Department solely for expenses associated with attendance at :

Name of Education Institution attending **2018-2019 School Year** (please write in below):

_____

Student name, printed: _____

Student Signature: _____   Date: _____

Privacy Act

This information is provided to Public Law 93-579 (Privacy Act of 1974), December 31, 1974. Although furnishing personal information to this office is voluntary, failure to supply complete and accurate information may preclude the applicant from eligibility for assistance under this program.

This information is being collected to determine eligibility of individuals applying for services. This information will be used to produce statistical records required of the Office of Indian Education Programs. Response to this request is required to obtain a benefit.

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 necessary agencies to complete my financial aid package. I request that any BIA grant awarded to me be mailed to me in care of the financial aid office of the institution. I will provide a copy of my grades or transcript to the Higher Education Office at the end of each academic term.

_____

Student first and last name, please print
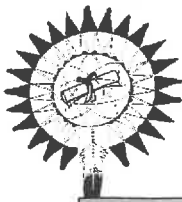
_____   _____

Student signature   Date

January 25th, 2018

Student Agreement

Student must initial each box to be considered complete. Missing initials = incomplete

Please make sure that you have thoroughly read each clause that you are agreeing to

Each agreement must be initialed. Items within the Agreement Clause are not optional

Initials	Agreement Clause
	I agree to maintain a <u>minimum GPA of 2.0</u> in both <u>term</u> and <u>cumulative GPA</u> while simultaneously carrying a minimum credit load of twelve (12) credits as a full-time student. As a part-time or Grad student, I agree to maintain a *minimum* GPA of 2.0. Should my program require a different GPA, I agree to maintain that of my program requirements.
	I will make necessary reports regarding my progress and furnish any other information requested, including intent to transfer or withdraw. Intent to transfer must be given to the Education Program Manager (EPM) at least sixty (60) days in advance of transfer. Intent to withdraw must be given at least 30 days of intent to withdraw.
	I understand that if I withdraw from school, for any reasons, before the end of the term/quarter/semester, I am to refund to the Spokane Tribe Education Program all monetary awards disbursed/advanced to me during that term/quarter/semester before I qualify for any further awards.
	Additionally, I understand that should I withdraw from classes mid-term that I am to reimburse the program for partial monthly stipend funds that had been issued in good faith that I were to continue courses for the entire month.
	I understand that Spokane Tribe Education funds may cover my education expenses related to tuition after <u>all other grants and scholarships received $1,000 or greater have first been applied to the cost of tuition</u>. Should I receive any additional outside funding, from sources such as delayed financial aid or scholarships, including MOU scholarships, *after* Tribal funding has been disbursed, I agree to and understand that I am to reimburse the STOI Education Department for expense paid on my behalf that may have been issued as overpayment. **This is applicable only in instances where overpayment on STOI's behalf has happened. <u>The Program Manager will determine if overpayment has happened and notify the student.</u>**
	I agree should I owe the STOI Education Department money for overpayment, 0.0 grades, or other items that have placed me into payback, that I authorize the STOI Education Department to withhold any trust income (per capita or settlement) I may have in the future, or take any means necessary for collection, until full credit has been received.

January 25th, 2018

Spokane Tribe Education Department

P.O. Box 358 • Wellpinit, WA 99040 • Phone (509) 458-8005 • Fax: (509) 458-8017
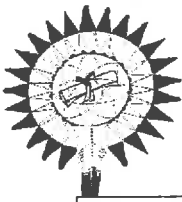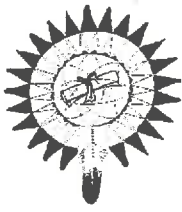Higher Education Application

	I fully understand that it is my responsibility upon completion of each academic term to submit my grades within 10 days after receiving final grades and no later than the 30th of the month in which they are received; in addition to providing my next academic term schedule. I understand a delay in providing these documents will delay my education funding, including tuition payment, being sent on my behalf to my Educational Institution.
	I understand as a continuing student that I am required to submit a new application for each academic year that I wish to seek funding for.
	I understand that the deadlines are as follows: Fall/Priority: May 15th Winter/Spring: September 1st Summer 2018: January 1st I understand that there are no exceptions to the deadlines.
	I am signing in agreement that I have received the new **2018-2019** Education application and a copy of the **policies and procedures** from the Education Department.
	I have read the Spokane Tribe of Indians Education Department Policies and Procedures manual and agree to abide by all Policies & Procedures set forth in order to remain eligible for Higher Education assistance through the Spokane Tribe Education Department.

_____   _____
Student name, please print   Date

_____   _____
Student Signature   Date

January 25th, 2018

Release of information

Under the Federal Privacy Act of 1974, Federal Agencies cannot release your personal information without your authorization and the Spokane Tribe Education Department is subject to these restrictions.

Restrictions without signature include: access to financial aid information, student file at your educational institution, etc.

To release those restrictions, I have signed and consented to this release of information that will allow the Education Department staff to explore alternative sources of assistance that may aid in the individual student. I understand that my application and records will be kept confidential.

I have read and understand that the above statement regarding my Privacy Rights and the purposes for which information about me will be used by the Spokane Tribe Education Department staff.

I authorize the release of information about myself and my educational background to the Spokane Tribe Education Department staff to help me secure financial assistance.

_____

Student first and last name, please print

_____   _____

Student signature   Date

January 25th, 2018

STOP WAIT!

- Do you have <u>each supporting document</u> as listed on your specific checklist to submit <u>with</u> your <u>complete</u> application?
- Did you complete <u>each page</u> of your application?
  - o If the situation does not apply please go through and write n/a. **DO NOT LEAVE ANYTHING BLANK!!!!**
- Did you make sure to sign each page that requires a signature line?
- Have you attached the policies & procedures signature page?
  - o The policies & procedures can be found at www.spokanetribe.com/education on the MAIN PAGE under "printable documents". If you do not have access to a printer you can obtain a copy of the policies & procedures + the signature page upon request from the STOI Education staff in office between 8 a.m. – 4:30 p.m. Monday thru Friday or have a copy mailed or emailed to you. Please request mail or email at least 10 business days in advance to ensure timely arrival.
- Are you submitting your application + supporting documents **in person** at the Wellpinit 477-TANF office?
  - o If so, please **do not submit your application & documents to anyone other than the Spokane Tribe Education Department staff**.
- Lastly, **YES**, <u>returning/continuing students</u> **MUST COMPLETE A NEW APPLICATION EACH YEAR** if you plan to enroll for the 2018-2018 school year.

You can fax your application + supporting documents to 509-458-8017 ATTN: Education Staff, Mail to PO BOX 358 Wellpinit, WA 99040 post marked on or before the application due date, or scan & email as ONE DOCUMENT to micaela.carroll@spokanetribe.com or sasha.reuben@spokanetribe.com. **All items must be received on or before the May 15th due date/deadline no later than 4:30 p.m.**