



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.**