



# 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](http://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](http://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.