



POKAGON BAND OF POTAWATOMI INDIANS

DEPARTMENT OF EDUCATION

58620 Sink Rd., P.O. Box 180, Dowagiac, MI. 49047

Telephone (269) 782-0887

FAX (269) 782-0985

June 1, 2009

Dear Scholarship Applicant,

Congratulations on pursuing your education.

To complete the application process for the Pokagon Band Higher Education Scholarship for the 2009-2010 academic year, the following items need to be completed or turned in to the Department of Education.

- Completed Higher Education Application with all forms signed and dated.
- Copy of your most recent grades (returning applicants) High School diploma or GED certificate (new applicants).
- Submit an official copy of your semester class schedule.
- Complete **Part I** of the 2009-2010 Unmet Needs form (Be sure to include the number of credits for each semester). Submit it to the Financial Aid Officer at your college or university. They are to complete **Part II** and send it directly to us.
- Copy of your tribal enrollment card.
- Review the handout on the policy for the 2009-2010 academic year. Keep this document for your records.

Scholarship checks are sent directly to your college or university. If you have any questions, please contact Joseph Avance, the Higher Education Specialist by telephone at 1-888-330-1234 or by e-mail at joseph.avance@pokagon.com

Sincerely,

Marie Willis
Director of Education
Department of Education
Pokagon Band of Potawatomi Indians



Pokagon Band of Potawatomi Indians
Department of Education

HIGHER EDUCATION SCHOLARSHIP
Application for 2009-2010 Academic Year

BASIC STUDENT INFORMATION

↑ NAME: First Middle Last SOCIAL SECURITY NUMBER ↑

↑ PERMANENT ADDRESS: Street City State Zip Code ↑

↑ TELEPHONE NUMBER DATE OF BIRTH E-MAIL ADDRESS ↑

POKAGON BAND OF POTAWATOMI INDIANS ENROLLMENT NUMBER: _____

I AM CLASSIFIED AS A: (circle one) Freshman Sophomore Junior Senior Graduate Student

I AM PURSUING THE FOLLOWING DEGREE: (circle one) Associates Bachelors Other: _____

MY FIELD OF STUDY OR MAJOR: _____ MY EXPECTED DATE OF GRADUATION: _____

I HAVE BEEN PURSUING MY DEGREE SINCE THIS DATE: _____ NUMBER OF YEARS: _____

OTHER POKAGON STUDENT ASSISTANCE I AM APPLYING FOR THIS ACADEMIC YEAR:

____ Student Rental Assistance Program ____ College Book Stipend ____ WIA Assistance ____ Childcare Development Fund

STATISTICAL INFORMATION

SINGLE: _____ MALE: _____ U.S. CITIZEN: ____Yes____No
MARRIED: _____ FEMALE: _____ CURRENTLY EMPLOYED: ____Yes____No
OUR CURRENT AGE: _____ NUMBER OF CHILDREN/DEPENDENTS UNDER AGE 18: _____
CURRENTLY ENROLLED IN W.I.A. PROGRAM? ____Yes ____No (This is an employment & training assistance program.)

COLLEGE/UNIVERSITY INFORMATION

NAME OF SCHOOL: _____ Circle one: Private Public BIA

SCHOOL WEBSITE: _____ CITY: _____

REGISTRAR'S TELEPHONE: _____ STATE/ZIP: _____

I DECLARE THAT THE INFORMATION GIVEN BY ME ON THIS FORM IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I CONSENT TO WAIVE MY STUDENT PRIVACY RIGHTS TO ALLOW THE POKAGON BAND DEPARTMENT OF EDUCATION TO COMMUNICATE WITH MY HIGHER EDUCATION INSTITUTION AS NEEDED.

APPLICANT SIGNATURE: _____ DATE: _____



Pokagon Band of Potawatomi Indians
Department of Education

**HIGHER EDUCATION SCHOLARSHIP
2009-2010 Unmet Needs Form**

Telephone: (269) 782-0887

Toll-free: 1-888-330-1234

Fax: (269) 782-0985

PART I – Student Information

Student's Legal Name _____ Social Security Number _____

Street Address _____ Telephone Number _____

City, State, Zip _____ E-mail Address _____

Name of College or University _____

I intend to register and take the listed credits per term/semester:

FALL 2009: _____ (# of credits) WINTER/SPRING 2010: _____ (# of credits)

I give permission for release of financial information to the Pokagon Band Department of Education.

NOTICE: Separate application is required for **Summer** semester.

Student's Signature: _____ Date: _____

PART II – To be completed by your Financial Aid Officer

| Education-Related EXPENSES | FALL (Sept-Dec) 2009 | SPRING OR WINTER (Jan-April) 2010 | STUDENT'S RESOURCES | FALL (Sept-Dec) 2009 | SPRING OR WINTER (Jan-April) 2010 |
|----------------------------|----------------------|-----------------------------------|------------------------|----------------------|-----------------------------------|
| Tuition | | | Parent Contribution | | |
| Fees | | | Student Contribution | | |
| Books | | | Pell Grant | | |
| Supplies | | | Other Grants | | |
| Room & Board | | | Loans | | |
| Transportation | | | Indian Tuition Waiver | | |
| Other: Please Specify | | | College Scholarship | | |
| | | | Other Scholarships | | |
| | | | Other: | | |
| TOTAL EXPENSES | | | TOTAL RESOURCES | | |

I certify that the financial need and the amounts of institution-administered financial aid offered the above student to be in compliance with current applicable rules and regulations governing federal, state, and this institution's financial aid policies. Student has filed all appropriate forms needed for Pell Grant including the FAFSA.

Signature, Financial Officer: _____ Date: _____

Telephone Number: _____ Fax: _____

Address where scholarship check should be sent: _____

Please return this completed form to: Pokagon Department of Education
P.O. BOX 180, DOWAGIAC, MI 49047



Pokagon Band of Potawatomi Indians
Department of Education

**HIGHER EDUCATION SCHOLARSHIP
2009-2010 Recipient Agreement**

I agree to the following items as a condition of receiving a Pokagon Higher Education Scholarship:

1. Must use funds for education-related expenses.
2. Must attend the institution listed on the scholarship application.
3. Must submit official copy of class schedule prior to the beginning of each academic period (i.e. term or semester) to verify enrollment.
4. Must maintain current address, telephone number, e-mail address, and other contact information with the Pokagon Band Department of Education. Must notify Dept. of Education of any changes in contact information.
5. Must maintain a minimum grade point average (GPA) of 2.0 or the minimum standard for the higher education institution. If the student's cumulative grade point average drops below 2.0, the student can receive one grace semester of scholarship funding to increase the GPA.
6. Must complete degree within specified timeframe. If the student changes course of study, the student is still responsible for completing the revised degree within the original timeframe.
 - a. Associates degree—to be completed within three years.
 - b. Bachelors degree—to be completed within five years.
 - c. Graduate degree (Masters, Ph.D., J.D., etc.)—to be completed within five years.
7. Must notify the Pokagon Band Department of Education within ten (10) business days after dropping a class or withdrawing from school completely. The portion of the Pokagon Higher Education Scholarship received for the dropped class(es) must be paid back to the Pokagon Band within a one-year timeframe.
8. Must submit official grade report at the conclusion of each academic period (term/semester).
9. Must submit a copy of diploma upon graduation.
10. Must submit one application per academic year, except for Summer semester—which requires a separate application.
11. Must submit all required paperwork for the semester requesting funding before the end of that semester.

I understand that failure to abide by these conditions may jeopardize my future Pokagon scholarship funds.

Signature: _____

Date: _____



Pokagon Band of Potawatomi Indians
Department of Education

HIGHER EDUCATION SCHOLARSHIP
2009-2010 Policy

Purpose: The Pokagon Band funds the Higher Education Scholarship Program to assist Band Members who are pursuing an undergraduate or graduate degree at an accredited college or university.

Eligibility:

- A. Must be an enrolled member of the Pokagon Band of Potawatomi Indians.
- B. Must be enrolled or accepted for enrollment in an accredited public, private, or BIA-funded college or university. (For certificate programs, utilize the Pokagon Vo-Tech Award.)
- C. Must apply for all campus-based financial aid via the college or university's financial aid office using the Free Application for Federal Student Aid (FAFSA). The FAFSA is to be submitted before applying for the Pokagon Higher Education Scholarship.
- D. Must apply for the Michigan Indian Tuition Waiver if attending a public college or university in Michigan and having an Indian blood quantum level of $\frac{1}{4}$ or more.

Funding: Eligible Students (based on unmet need) will receive the following assistance per semester: (Starting Fall 2009 term)

| | |
|---|--|
| Students attaining an Associates degree | \$100 per credit/hour (Up to 18 credits) |
| Students attaining a Bachelors degree | \$200 per credit/hour (Up to 18 credits) |
| Students attaining a Grad or Post Grad degree | \$300 per credit / hour (Up to 12 credits) |

Unmet need is determined by adding the costs for tuition, fees, books, transportation, and room/board and subtracting other grants, scholarships, and tuition waivers received by the student, as reported by the college/university financial aid office. For part-time students, room and board is not included in the calculation. Students receiving other financial assistance through Pokagon Departments must report this assistance. If you receive financial assistance for other Pokagon programs without reporting to the scholarship program, and in the process receive funding twice for the same needs, you will be required to refund the Department of Education for the Higher Education Financial support that was also funded through the other program.

Requirements: (NOTE: These requirements are the sole responsibility of the individual student.)

- A. Must use funds for education-related expenses.
- B. Must attend the institution listed on the scholarship application.
- C. Must submit official copy of class schedule prior to the beginning of each academic period (i.e. term or semester) to verify enrollment.
- D. Must maintain current address, telephone number, e-mail address, and other contact information with the Pokagon Band Department of Education. Must notify Dept. of Education of any changes in contact information.
- E. Must maintain a minimum grade point average (GPA) of 2.0 or the minimum standard for the higher education institution. If the student's cumulative grade point average drops below 2.0, the student can receive one grace semester of scholarship funding to increase the GPA.
- F. Must complete degree within specified timeframe. If the student changes course of study, the student is still responsible for completing the revised degree within the original timeframe.
 - Associates degree—to be completed within three years.
 - Bachelors degree—to be completed within five years.
 - Graduate degree (Masters, Ph.D., J.D., etc.)—to be completed within five years.
- E. Must notify the Pokagon Band Department of Education after dropping a class or withdrawing from school completely. The portion of the Pokagon Higher Education Scholarship received for the dropped class(es) must be paid back to the Pokagon Band within a one-year timeframe.
- F. Must submit official grade report at the conclusion of each academic period (term/semester)
- G. Must submit a copy of diploma upon graduation.
- H. Must submit one application per academic year, except for Summer semester (Separate application)
- I. Must submit all required paperwork for the semester requesting funding before the end of that semester.

Appeals: Any applicant who has been denied scholarship funding may file an appeal for reconsideration through the Pokagon Band Membership Grievance Process.



Pokagon Band of Potawatomi Indians
Department of Education

HIGHER EDUCATION SCHOLARSHIP Consent to Release Information

June 1, 2009

Dear Pokagon Scholarship Recipient,

The Family Education Rights and Privacy Act (known as FERPA) is a federal law that protects the privacy of student education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level.

Now that you are attending college, it is your decision whether or not to allow other people to have access to your student information. For instance, we often receive telephone calls from parents asking if a scholarship check was processed, etc.

According to FERPA, we are required to get your written consent in order to share any information with anyone other than you. Below is a consent form. Please review it and decide with whom—if anyone—we may discuss your student file.

As always, contact our office if you have any questions. Our toll-free number is 1-888-330-1234.

Sincerely,
Marie Willis,
Director of Education

CONSENT TO RELEASE INFORMATION

I, (print name) _____, give permission to the Pokagon Band Department of Education to release information regarding my higher education scholarship file to the following individuals:

(Please list names)

Signed: _____

Date: _____