



**POKAGON BAND OF POTAWATOMI INDIANS**  
**EDUCATION DEPARTMENT**

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

Telephone (269) 782-0887  
FAX (269) 782-0985

February 28, 2008

Dear Scholarship Applicant,

Congratulations on pursuing your education.

To complete the application process, 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 (new applicants).
- Submit an official copy of your semester class schedule.
- Complete **Part I** of the 2008-2009 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.
- Accreditation from the institute you are attending, only if it is a new institution and no other tribal member has attended.
- Review the handout on the policy for the 2008-2009 academic year. Keep this document for your records.

You should expect to have your scholarship processed within five (5) business days after we receive all required documents. Checks are sent directly to your college or university. We wish you the best of luck and please contact our department if you have any questions.

Sincerely,  
Pokagon Band Education Department





Pokagon Band of Potawatomi Indians  
Department of Education

**HIGHER EDUCATION SCHOLARSHIP  
2008-2009 Unmet Needs Form**

Telephone: (269) 782-0887

Toll-free: 1-888-330-1234

Fax: (269) 782-0985

**PART I – Student Information**

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Student's Legal Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Street Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

City, State, Zip \_\_\_\_\_ E-mail Address \_\_\_\_\_

Name of College or University \_\_\_\_\_ School Website \_\_\_\_\_

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

FALL 2008: \_\_\_\_\_ (# of credits)    WINTER 2009: \_\_\_\_\_ (# of credits)    SPRING 2009: \_\_\_\_\_

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

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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II – To be completed by your Financial Aid Officer**

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Education-Related EXPENSES	FALL (Sept-Dec) 2008	SPRING OR WINTER (Jan-April) 2009	SPRING OR SUMMER (May-June) 2009	STUDENT'S RESOURCES	FALL (Sept-Dec) 2008	SPRING OR WINTER (Jan-April) 2009	SPRING OR SUMMER (May-June) 2009
Tuition				Parent Contribution			
Fees				Student Contribution			
Books				Pell Grant			
Supplies				Other Grants			
Room & Board				Loans			
Transportation				Indian Tuition Waiver			
Misc. Expenses				College Scholarship			
Other:				Other Scholarships			
Other:				Other:			
<b>TOTAL EXPENSES</b>				<b>TOTAL RESOURCES</b>			

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.

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  
2008-2009 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.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Pokagon Band of Potawatomi Indians  
Department of Education

## HIGHER EDUCATION SCHOLARSHIP 2008-2009 Policy

**Purpose:** The Pokagon Band funds a 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:** Up to \$1,000 per semester, based on unmet need. 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. For students who are also WIA clients, transportation costs are not included in the calculation.

**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—which requires a separate application.

**Appeals:** Any applicant who has been denied scholarship funding may file an appeal for reconsideration.

1<sup>st</sup> Level of Appeal: Submit written request to Pokagon Education Committee.

2<sup>nd</sup> Level of Appeal: Submit written request to Tribal Council. Their decision shall be final.

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Pokagon Band of Potawatomi Indians  
Department of Education

## HIGHER EDUCATION SCHOLARSHIP Consent to Release Information

February 28, 2008

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.

Wéwéne! (Thank you)

Sincerely,

Marie Willis,  
Director of Education

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### 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: \_\_\_\_\_

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