

**SAC AND FOX NATION
FEDERAL PROGRAMS
DEPARTMENT OF INTERIOR (DOI)**

- HIGHER EDUCATION – COLLEGE:
 - a) Guidelines
 - b) Applications
 - c) FNA (Financial Need Analysis)
 - d) Copy of Tribal Membership Card

- ADULT VOCATIONAL TRAINING
 - a) Guidelines
 - b) Application
 - c) FNA (Financial Need Analysis)
 - d) Copy of Tribal Enrollment Card

- JOM – EDUCATION PLANS: (List of what we offer to those attending school within SFN jurisdiction)
 - a) JOM Enrollment Form
 - b) Request for Service (Ask for Assistance)
 - c) Copy of Tribal Enrollment Card
 - d) Invoice from Vendor or School

Applicants can be a member of any federally recognized tribe within our jurisdiction for Adult Vocational Training and JOM, as well as, a member of the Sac and Fox Tribe.



Sac & Fox Nation

Education Department

920883 S. Highway 99, Stroud, OK 74079

Administration: Tel: (918) 968-3526

Learning Center: Tel: (918) 968-3526 * Fax (918) 968-0542

SAC AND FOX NATION HIGHER EDUCATION GUIDELINES Department of Interior (DOI)

Basic eligibility in the Higher Education Grant Program is that each applicant be an enrolled member of the Sac and Fox Nation and enrolled in a college or university accredited by a national or state accrediting agency.

The Sac and Fox Nation's Higher Education Funds are supplemental only and are not meant to meet all of the financial aid needed to attend a college or university. You will need to apply for other resources through the college/university Financial Aid Office. This should be done soon after the first of January preceding the fall semester in which you plan to enroll Education funds. All awards are based upon the availability of funds through the Sac and Fox Nation's Higher Education funds.

DEADLINE FOR GRANT APPLICATIONS

Fall Semester – June 30th

Spring Semester – November 30th

The following documents must be submitted for a Higher Education Grant:

- A completed grant application-Please fill in all blanks with the necessary information/signatures.
- A copy of your Certificate of Degree of Indian Blood (CDIB).
- A personal letter stating the college major you plan to pursue and your career goals upon graduation.
- A letter of admission from the college/university you plan to attend along with a class schedule for the semester.
- High school transcript and/or GED Certificate. **NOTE:** If you have previously attended college you must submit a copy of your transcripts, covering all college hours completed.
- Financial Needs Analysis (FNA) form – the top portion must be completed by the student and the bottom portion is to be completed by the college Financial Aid Office. Make sure you have completed the Free Application for Federal Student Aid (FAFSA) to determine Pell grant and other grant eligibility whether you think you qualify or not. Without these results, the college Financial Aid Office cannot complete your FNA form and the Sac and Fox Nation's Higher Education Department cannot determine funding needs.

It is the applicant's responsibility to see that the application and supporting documents are completed and returned to the Sac and Fox Nation's Higher Education Department.

The college/university's Financial Aid Office must establish financial need. All applicants are required to first apply for other federally funded programs and if necessary loan packages offered through the Financial Aid Office. Upon graduation the student must repay loans.

***Maximum amount for funding per semester for full-time students - \$800.00**

***Maximum amount for funding per semester for part-time students - \$400.00**

Funding is limited to ten (10) semesters/quarters at a four-year institution and a maximum of six (6) semester/quarters at a two-year institution for a student seeking "first-time" Associates Degree or a Bachelor's Degree.

SUMMER SCHOOL:

The Higher Education Department will not be able to fund any summer sessions unless the student is lacking summer hours to complete graduation requirements.

RENEWAL APPLICANTS:

Continuing students must re-apply for assistance every academic semester.

- A new application must be submitted each semester
- A new Financial Needs Analysis form (FNA)
- Official transcript and upcoming semester class schedule prior to each school semester
- Privacy Statement

CONFIDENTIALITY:

All records of applicants and grant recipients are confidential and will not be released to person(s) or educational institutions without prior written consent.

APPEALS PROCEDURE:

- The applicant must submit a written appeal within ten (10) business day from the date of disapproval of services to the Chief of Staff. The applicant will need to provide documents along with sufficient details to warrant reconsideration of denial/disapproval of application for services.
- The Chief of Staff will prepare a written statement within ten (10) business days to the applicant with a determination of his/her decision.
- If the applicant is not satisfied with the Chief of Staff's determination the applicant has ten (10) business days to submit a written appeal along with all supporting documents to the Sac and Fox Nation's Business Committee for consideration. The Business Committee will make a final determination within thirty (30) business days of receipt of the written appeal. **All decisions/actions taken by the Business Committee are final.**

ACADEMIC REQUIREMENTS:

Grants are awarded based on either a full-time (12 or more credit hours) or part-time (6-11 credit hours) status. Students are expected to **pass** the minimum number of hours as specified on their grant contracts.

Freshman (0-32) credit hours and Sophomore (33-65) credit hours are expected to earn a minimum GPA of 2.0. Juniors (66-98) credit hours and Senior's (at least 99) credit hours are expected to earn a minimum GPA of 2.5 to remain on the program. Remedial, correspondence, repeat and courses beginning with a "0" that do not carry college credit will not be considered in the total of full-time or part-time status.

- Failure to meet the academic requirements and unsatisfactory grades will result in probation status for the following semester. A student on probation status has one semester to meet the minimum academic requirements to be removed from probations status. Failure to do so will result in suspension from funding for the following semester. A grant recipient who is suspended will not be considered for future funding until such a time the GPA has been brought up and a new application is submitted.
- It is the student's responsibility to have their grade report mailed to the Education Department immediately after each semester or quarter. Continued funding for the following term will not be approved until a grade report is submitted, reviewed, and filed in the individual recipient's file.
- Incomplete grades (I) are considered Unsatisfactory so this as well as Withdrawals (W) will not be considered in the total hours of the student's final semester grades. Students in this category may have their case reviewed before reinstatement in the program. **Students who withdraw officially** from the College/University must notify the Sac and Fox Nation's Education Department **immediately**.

NOTE

The date the applicant has a completed file, the Adult Education Department will determine the applicant's eligibility for funding. All awards are on a first-come, first-served basis and are based upon the availability of funds in the Sac and Fox Nation's Education Department.



Sac & Fox Nation

Education Department

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HIGHER EDUCATION GRANT APPLICATION

Application: New () Renewal: ()

NOTE: All information requested is voluntary; however, failure to fully complete all applicable parts may result in delays of processing the application or make it impossible to process at all.

(PLEASE COMPLETE ALL ITEMS BY PRINTING IN BLACK INK)

Name: _____ SSN: _____

Last First Middle

Permanent Address: _____ Phone: () _____

School Address: _____ Phone: () _____

Cell Phone () _____ Email: _____

Tribal Enrollment #: _____ DOB: _____ Sex: () Male () Female

Marital Status: _____ Veteran: () Yes () No

Type of High School: BIA () Tribal () Public () Private () Mission () GED ()

Date Graduated or Received GED Diploma: _____

APPLICATION REQUEST: 20 ____ Fall 20 ____ Spring

Name/Address of College: _____

College Major: _____ Expected Graduation Date: _____

Enrollment Status: _____ Full-Time _____ Part-Time

Expected Degree: Associates/ Bachelor of Arts/ Bachelor of Science/ Other (Circle Type of Degree)

I will live: On Campus Off Campus With Parents

I have received a Higher Education Grant before: () Yes () No

STATEMENT OF EDUCATION PURPOSE: I declare that I will use any funds I receive from the Sac and Fox Nation's Higher Education Grant Program solely for the expenses connected with attendance at:

Name of Institution: _____

APPLICANT: PLEASE READ CAREFULLY AND SIGN BELOW.

I hereby certify that the above information on this form is true to the best of my knowledge and consent to the release of this information to the necessary agencies to complete my financial package. I request that any Tribal grant awarded to me will be mailed to the Bursar's Office/Financial Aid Office at my school. I understand that it is my responsibility to provide a copy of my transcripts to the Sac and Fox Nation's Education Department at the end of each academic term. I have received a copy of the Sac and Fox Nation's Higher Education Guidelines and questions pertaining to the program have been answered to my satisfaction. I understand that I must comply with all requirements of the program in order to receive continued funding from the Sac and Fox Nation.

Signature of the Student

Date



Higher Education/Adult Vocational Training
Federal/DOI Funding
920883 Highway 99, Stroud, OK 74079

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Sac & Fox Nation Higher Education Program

Release of Information Form

I, _____, hereby authorize the Office of Admissions and /or Registrar of

(School Name) to release the information indicated below to
the office of Higher Education of the Sac and Fox Nation for the term or terms indicated below to:

Sac & Fox Nation
Education Department
920883 Highway 99
Stroud, Oklahoma 74079

Fall or Spring Semester 20____ to 20____

This Release of Information form will remain in effect for one and only one year from date of student signature.

- Complete College transcript
- Hours enrolled / class schedule
- Mid-term grades
- * Mid-term withdrawals
- Final Grades
- End of term absences
- End of term withdrawals
- Other (Specific Information Released)

Date: _____

Signature of Student: _____

Student Social Security Number: _____



SAC AND FOX NATION COLLEGE EDUCATION PROGRAMS

VERIFICATION OF ACADEMIC ENROLLMENT

Name of Student:
Social Security Number:
Name of College/University:

Registrar's Office: Please complete the section below (or attach an official letter).

The above student is enrolled in _____ credit hours for the 20____ Fall / Spring (please circle one) semester.

The above student's enrollment status is considered to be:

_____ Full-Time _____ Part-Time

Registrar's Official Signature

(Official Seal/Stamp)

Please return this form to:

Sac and Fox Nation Education Department
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Stroud, OK 74079
Phone: 918-968-0509
Fax: 918-968-0542