

THE SHOSHONE-PAIUTE TRIBES  
OF THE DUCK VALLEY INDIAN RESERVATION  
P.O. Box 219, Owyhee, NV 89832 (775) 757-2921  
www.shopaitribes.org



Dear Student:

Thank you for inquiring about the scholarship funding from the Shoshone-Paiute Tribe's Education Program. In order for you to qualify for the 2019 Fall/Winter-Spring 2020 Spring Semester/Quarter funding, we need to have the following documents in our office by **June 07, 2019-DEADLINE DATE**. As a potential student you will be required to complete the application process and submit all required documents prior to the deadline date. **You may be considered for possible funding (subject to the availability of funds) as stated in the Education Grant Priority (ITEM 1 - # 10).** You will need to keep the policies for the Higher Education & Adult Vocational Training Application for future reference. Items listed below must be completed and returned. It is advisable that you keep copies of all documents submitted and send the originals by certified mail.

- Higher Education Scholarship or Adult Vocational Training Application
- Letter of Acceptance from the college/university you will be attending
- Educational Objective Essay
- Financial Needs Analysis Form – Part #2 to be completed by the Financial Aid Officer (when the applicant has completed the entire financial aid process at the college/university)
- Copy of Student Aid Report Letter from Federal Financial Aid/PELL 2019-2020
- High School Graduate-High School Diploma and/or General Equivalency Diploma
- Official Transcripts for **Fall 2018/Winter 2019 Semester/Quarter and/or Spring 2019 Semester/Quarter or previous transcripts**
- Copy of Tribal Enrollment Card
- Copy of Social Security Number Card

If you should have any questions, please don't hesitate to contact the Newe-Numa Resource Program at (775) 757-2921. **Students can e-mail the application, but we will only accept hard copy applications with original signatures. We suggest that students print a copy of the application, fill it out and send it in, or hand deliver it to our office by the deadline date.**

Sincerely,

Melina Gartiez,  
Case Manager, NNRP, Higher Education Program

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## **EDUCATION, TRAINING & EMPLOYMENT**

Approved May 13, 1997

Revision Approved 3/13/01 March Council Meeting

\*\*Shoshone-Paiute Tribe's Scholarship Services fulfill a portion of the student's education costs to attend a college of their choice. Financial Aid Application should be made separately for the Supplemental Education Grants at each institution.

The grants are for the Indian college students living on the Duck Valley Indian Reservation or Enrolled Members of the Shoshone-Paiute Tribes of the Duck Valley Indian Reservation (these grants formerly were called the BIA Grants).

1. The Grant Applications must be completed by each student and returned to the Tribal Education Office to be certified as eligible to receive educational assistance.
2. After completion by the student and certification by the Tribes, the student is responsible for mailing the Financial Needs Analysis Form to the college's Financial Aid Office for completion. This form will determine the student's need for the academic year.
3. The grants are awarded on a basis of "demonstrated financial needs" as determined by the Financial Aid Office at the college. It is mandatory that each student complete the standard Financial Aid Application at the college to establish their educational costs.
4. The college Financial Aid Office will complete Part #2 of the Financial Needs Analysis Review Form. This form will determine the student's needs for the semester/quarter/year.
5. The Grant Applications and college Financial Aid Applications must be renewed each year.
6. The Education Office will **NOT** grant funding to any student who fails to complete the above procedures by the determined due date.
7. The Tribes will grant allocations on an academic year basis. This means all available scholarship funding will be obligated at the beginning of the fiscal year.
8. All students must follow the grant application process each year (including continuing students).
9. As a condition of the Tribal Educational Grant, you are required to complete an Educational Objective Essay, which will become part of your academic goals.
10. Educational Grant Priority (subject to availability of funds).
  - a. Enrolled Tribal Members residing on the Duck Valley Indian Reservation
  - b. Enrolled Tribal Members residing elsewhere
  - c. Non-Enrolled Indians that reside on the Duck Valley Indian Reservation

## Higher Education Policies

### **I. Termination of College Enrollment**

1. A grant recipient who, without justifiable circumstances, officially or unofficially withdraws; is expelled before completion of the academic term, semester, trimester, or quarter, or fails to meet the academic standards required by the institution during a probation period; shall repay the amount of the grant received from the Tribes to the Education Office.
2. A grant recipient who officially withdraws, or who is expelled during an academic term shall submit a written notification to the Education Office within 10 days with the following information.
  - a. Date the student withdrew and/or was expelled
  - b. A statement with supporting documentation indicating the reason for withdraw or expulsion including mitigating circumstances, if any; and
  - c. A copy of the student's letter of request to the college or vocational school to return to the Shoshone-Paiute Tribe's Education Office the remaining balance of the Tribe's grant for the academic year.
3. The student must demonstrate justifiable circumstances to avoid repayment of the grant amount expended upon termination of enrollment for the academic term. Failure to provide documentation for justifiable circumstances will result in termination of the student's eligibility for future grants under this part and may require the student to repay any portion of the amount received for the academic term. The justifiable circumstances include, but are not limited to:
  - a. Withdrawal due to an injury or illness of the student; and
  - b. Other special circumstances
4. Education Office shall determine the portion of the grant that must be repaid and notify the student.
5. The Education Office shall make a reasonable effort to contact the student and make arrangements for recovery of the determined amount.
6. A payback agreement will be signed by all students receiving educational funding from the Shoshone-Paiute Tribes and arrangements made to determine method of re-payment.
7. If unjustifiable circumstances are not proven, the grant recipient/student cannot re-apply for one year.

### **II. Remedial Courses**

If a student has been accepted into an eligible program in which that student is required to take remedial courses, the student would be eligible for Financial Aid.

A noncredit or reduced credit remedial course of study designed to increase the ability of the student to pursue a course of study leading to a degree or certificate.

Remedial courses required for the student must be completed in the first three years of college.

### **III. Tribal Higher Education**

Grants will be awarded at the beginning of each academic year for the *whole school year*. Funding will be disbursed

two times a year for schools on a semester basis and three times a year for those institutions on a quarter system.

#### IV. Deadline Dates

Deadline dates for completed applications will be determined for each funding cycle and printed on the application packet.

#### V. Prioritized Applications

- a. Tribal awards will be **prioritized** based on completed applications in the order of receipt by the Tribal Education Department.
- b. A record of the receipt of completed applications will be kept by the Education Department.
- c. Postmarks at the point of origin, time and date on faxes, and time and date of hand carried applications will be used to compose a funding priority list for funding awards.

#### VI. Funding

- a. A grant ceiling of \$3,000 per semester or \$2,000 per quarter (\$6,000 per academic year) has been established (subject to the availability of funds **as budgeted**).
- b. The grant awards will be based on the unmet need computed by the Financial Aid Officer on the Tribe's Financial Needs Analysis.

#### VII. Appeals

The decision of any Tribal Education Department Official under this part can be appealed pursuant to the procedures outlined in the NEWE-NUMA Resource Program and in the 25 CFR Part 2.

#### VIII. Program Criteria

In order for the student to receive funding, the following criteria must be met:

1. Must be certified by the Tribal Enrollment Office as an eligible Indian of one-fourth or more degree of Indian Blood.
2. Must be a High School Graduate or possess a GED Certificate.
3. Must show proof of acceptance in an accredited post-secondary school in an academic field.
4. Must have applied for Federal Aid (Pell, SEOG, etc.), submit a copy of the Student Aid Report (SAR) to the Education Office, and have the Financial Aid Officer complete a Financial Needs Analysis Form.
5. Must complete the Education Objective Essay Form.
6. Must submit Official Transcripts for the previous semester and meet the eligibility criteria for a continuing student.
7. Students will be responsible for submitting their completed application and required documents to the Education Department on or before the deadline date. The Education Department will give out and/or release information to the students only. A release of information must be signed and on file in order for the Education Department to release information to anyone else other than the student.

## **IX. Time Frame Allowed for Completion of a Degree**

1. A student is eligible to receive a grant for the period required to complete an Undergraduate Baccalaureate course of study as determined by the institution.
2. The period to complete the Undergraduate Baccalaureate course of study may not exceed the full-time equivalent of:

*Five (5) academic years for an undergraduate degree or certificate program normally requires four (4) academic years, or less, of study as determined by the institution attended.*

3. Student is limited to one (1) Bachelor's Degree in a given field of study.

## **X. Continuing Student Eligibility Criteria**

1. All students will be required to go through the above plan of operation and be accepted by an accredited higher education post-secondary school in an academic field.
2. Submit Official Transcripts (only) to the Tribe's Education Office upon completion of each semester or quarter term.

*For students to continue their financial assistance for the Spring Semester: Transcripts will be due into the Education Office by the Friday of the third full week in January. Your grant check will not be released until your Official Fall Transcript is received in the Education Office and the student is determined eligible. We will only accept Official Transcripts. Grade reports will not be accepted.*

3. The student must maintain a 2.0 (C) Grade Point Average and carry a minimum of 12 credits each semester.
  - a. Freshman (0-30) credit hours must maintain a Cumulative or Semester Grade Point Average of 2.0 (C)
  - b. All other class levels must maintain Cumulative Grade Point
4. Students that fail to maintain a Cumulative Grade Point Average of a 2.0 (C) and carry a minimum of 12 credit hours for the current semester/quarter will be put on probation for one academic year.

## **XI. General**

1. It will be the responsibility of the student to notify the Education Office, if they will not be attending college during either the Fall or Spring Semester/Quarter, if a student fails to update the office this may jeopardize their funding status for when they want to return back to college.
2. Students that will be finishing or graduating will also need to notify the Education Office of their status.
3. Students that tamper with their transcripts or provide false information on their educational information for the purposes of meeting eligibility criteria, if proven, will be placed on two year probation.
4. Students who are facing academic probation should contact the Education Office for advice and/or consultation.

**JUNE 07, 2019**

**FOR THE 2019 FALL SEMESTER/QUARTER &  
2020 WINTER/SPRING SEMESTER/QUARTER**

**\*\*NO FUNDS AVAILABLE FOR SUMMER\*\***



Date of Application: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Address while at college: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

What is the name and address of the college you will be attending?:  
\_\_\_\_\_  
\_\_\_\_\_

Application Request:  Fall/Winter 20\_\_  Spring 20\_\_ **\*\*No Summer funds available\*\***

College Major: \_\_\_\_\_ College Level:  Frosh.  Soph.  Jr.  Sr.

High School Attended: \_\_\_\_\_ Date Graduated (HS): \_\_\_\_\_

Have you been on Adult Vocational Training?:  Yes  No *If Yes, specify:* \_\_\_\_\_

Have you had a higher education grant before?:  Yes  No Are you a veteran?:  Yes  No *DOD:* \_\_\_\_\_

**IMPORTANT:** Have you completed the entire Financial Aid Application process (including FAFSA) at the college listed above?

Yes  No *Date Completed:* \_\_\_\_\_

Applicant is expected to enroll as a Full-Time Student and report additional income, return any funds upon withdrawal, and submit your **original Official Transcripts** to the Education Office upon the completion of each Semester/Quarter.

I, \_\_\_\_\_, have read and understand the conditions, procedures, and policies of the Higher Education Grant Program. I further authorize the release of all documents pertaining to my grant to the Shoshone-Paiute Tribe's Higher Education Program at: P.O. Box 219, Owyhee, NV 89832

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

**\*\*\* OFFICIAL USE ONLY \*\*\***

The applicant is \_\_\_\_\_ degree of Indian blood and a member of the \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Theodore Howard, Tribal Chairman, Shoshone-Paiute Tribes

**DEADLINE DATE: JUNE 07, 2019 for the Fall Semester/Quarter 2019 and Winter/Spring 2020 Semester/Quarter Please return Financial Needs Analysis Form to: Newe-Numa Resource Program/Higher Education, P.O. Box 219, Owyhee, Nevada 89832 Office Phone: (775) 757-2921 FAX: (775) 757-2910**

**THIS PAGE IS PART #2**

Part #2 of this Application must be completed by the Financial Aid Office after the entire Financial Aid process has been completed by the applicant.

Name of Student: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Academic Level:  Frosh.  Soph.  Jr.  Sr.  Grad.

**Name & Address of Institution**

\_\_\_\_\_  
\_\_\_\_\_

**Student Expenses**

Tuition & Fees: \$ \_\_\_\_\_  
Books & Supplies: \$ \_\_\_\_\_  
Room & Board: \$ \_\_\_\_\_  
Personal Expenses: \$ \_\_\_\_\_  
Transportation: \$ \_\_\_\_\_  
Other (List): \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
Total Expenses: \$ \_\_\_\_\_

**Student Resources**

Student Contribution: \$ \_\_\_\_\_  
Parent Contribution: \$ \_\_\_\_\_  
Spouse Contribution: \$ \_\_\_\_\_  
Veteran's Benefits: \$ \_\_\_\_\_  
Social Security: \$ \_\_\_\_\_  
Vocational Rehab: \$ \_\_\_\_\_  
Welfare: \$ \_\_\_\_\_  
Other (List): \$ \_\_\_\_\_

**Student is eligible for the following awards**

Pell \$ \_\_\_\_\_  
Scholarships \$ \_\_\_\_\_  
Tuition Grant \$ \_\_\_\_\_  
Other (List) \$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Additional Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Recommended Funding**

/ \_ / Semester Fall: \$ \_\_\_\_\_ Starting Date: \_\_\_\_\_  
/ \_ / Quarter Winter: \$ \_\_\_\_\_ Starting Date: \_\_\_\_\_  
/ \_ / Trimester Spring: \$ \_\_\_\_\_ Starting Date: \_\_\_\_\_

**Financial Aid Officer**

Print Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

APPLICANT'S NAME  
(if married, maiden name)

TRIBE:

DOB:

NATURAL FATHER'S NAME

TRIBE:

DOB:

NATURAL MOTHER'S NAME  
(maiden name)

TRIBE:

DOB:

PATERNAL GRANDFATHER'S NAME

TRIBE:

DOB:

PATERNAL GRANDMOTHER'S NAME  
(maiden name)

TRIBE:

DOB:

MATERNAL GRANDFATHER'S NAME

TRIBE:

DOB:

MATERNAL GRANDMOTHER'S NAME  
(maiden name)

TRIBE:

DOB:

**DEADLINE DATE: JUNE 07, 2019 for the Fall Semester/Quarter 2019 and Winter/Spring 2020 Semester/Quarter**

**EDUCATIONAL OBJECTIVE ESSAY**

Name: \_\_\_\_\_ Academic Level: \_\_\_\_\_

What post-secondary institution of Higher Education or Vocational Training Education are you planning on attending?

\_\_\_\_\_

What other post-secondary schools have you attended? Please list colleges, vocational/technical, and trade schools the applicant has attended and the dates of attendance.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What will be your academic course of study?

\_\_\_\_\_

Please indicate your selection of a MAJOR, MINOR, OR UNDECLARED status.

\_\_\_\_\_

What will be your career plans after you have successfully completed your course of study and graduated?

\_\_\_\_\_

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\_\_\_\_\_

Please list the types of occupations (jobs) your education will help you to attain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



