

HIGHER EDUCATION & VOCATIONAL SCHOLARSHIP FORM

The Kletsel Dehe Wintun Nation, Education & Vocational Assistance Services will provide payment on behalf of eligible Tribal Citizens for expenses associated with tuition, fees, books, supplies, calculated by your school's financial aid office and the Nation.

Citizens must be enrolled in an accredited institutional teaching or training program of consisting of one or more courses or classes, or a structured regimen, that leads to;

(a) An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by Tribal, State, or Federal government, an associate, baccalaureate degree, or graduate degree; or

(b) Employment; or

(c) Measurable skill gains toward a credential described in paragraph (a) of this section or employment

(d) Or Continuing Education to maintain employability/licensure/certification. This scholarship is considered a general welfare benefit and satisfies the requirements listed under the Nation's Tribal General Welfare Exclusion Act. Therefore, this scholarship is not considered taxable income.

ELIGIBILITY:

- You must be a Citizen of the Kletsel Dehe Wintun Nation ("Nation");
- You must be admitted to an institution or training program that is accredited by a national or regional accrediting agency, is a candidate for accreditation, is an eligible institution, or offers a program that leads to an industry-recognized credential;
- You must apply for the FAFSA (Free Application for Federal Student Aid) as well as all other campus-based aid by the institution's due date;
- You must have an unmet need (the difference between the cost of your education and your resources for defraying the cost) as determined by the eligible institution's Financial Aid Office or equivalent office;
- If applying to a State public college/university and you are eligible for any form of Indian Tuition Waiver, you must apply for that State's Indian Tuition Waiver;
- You must have a signed higher education and vocational scholarship assistance contract on file in the Nation's Education Services File Record.
- You must maintain a semester Grade Point Average (GPA) of 2.0 or better for the semester funded, or you risk forfeiture of future scholarships and/or Grade Incentive Awards;

- You must submit copies of your unofficial transcripts, certificate, or proof of completion to the Nation within 30 days after the funded semester or program ends.

HOW TO APPLY:

Each new academic year, you must complete and return the following documents to the Nation **no later than 60 days after the start of the first day of classes:**

- A completed Higher & Career Tech Education Scholarship Form;
- A higher education and vocational scholarship assistance contract agreeing to repay the scholarship if you fail to enroll, withdraw or are expelled (unless there are mitigating circumstances);
- A Release of Information Form; FERPA
- An unofficial transcript from previous semester/year of attendance (only if you have received awards in the past from the Nation);
- A copy of your class schedule for the semester you are applying for;
- A completed Financial Aid Review Form with the bottom portion filled out by your institution's Financial Aid Office or equivalent office.

HOW THE APPLICATION IS REVIEWED

Determine your unmet need and the amount to be awarded accordingly, using information submitted by your institution's Financial Aid or equivalent office.

NOTIFICATION OF STATUS

The Nation will inform you and your institution in writing of your scholarship award approval and amount.

DISBURSEMENT OF SCHOLARSHIP FUNDS

The Nation will issue the award to the educational or training institute directly on your behalf.

Your institution will distribute the scholarship money according to its policy on disbursement.

IF YOU WITHDRAW FROM SCHOOL

You will be required to pay back any portion of the scholarship you receive if you, without mitigating circumstances; if

1. You fail to enroll; or
2. You withdraw, or are expelled before the completion of the term being funded.

Within 10 days of your failure to enroll, withdrawal or expulsion, you will be required to submit the following to the Nation:

- The date of your failure to enroll, withdrawal or expulsion;
- A written statement, with supporting documentation, stating your reasons for your failure to enroll, withdrawal or expulsion including and mitigating circumstances; and
- A copy of your request to the institution that all remaining scholarship funds be returned to the Nation.

The Nation will notify you in writing of arrangements to repay the balance of funds pursuant to the Nation's *Revenue Allocation Ordinance* or may grant you a waiver of repayment based upon the nature of the mitigating circumstances.

RECORDS THAT ARE KEPT FOR THE SCHOLARSHIP PROGRAM

The Nation will maintain your files including a ledger of all costs and any related records necessary to identify all transactions involving expenditure of funds made available to you under the program. The records help to:

- Identify your award and its status;
- Demonstrate your eligibility;
- Document the amount of your award and the manner in which your unmet need was calculated and met;
- Identify whether your enrollment was terminated; and
- Identify collections based upon your certificates of agreement.

All records are kept confidential and will only be reviewed by the Nation's Administrative Staff and Tribal Council as described in the appeals process of the Nation's Education & Employment Assistance Policy as amended.

APPLICANT APPEAL PROCESS

An applicant who has been denied funding may file an appeal pursuant to the procedures specified in the KDWN Education & Employment Assistance Policy (EEAP) for reconsideration on his/her behalf. The appeal must be in writing and addressed to the KDWN Tribal Council or designated subcommittee, whose decision on the matter is final. Copies of the Appeals process and policy are available upon request.

HIGHER EDUCATION AND TECHNICAL CAREER SCHOLARSHIP CHECKLIST

FAFSA (Free Application for Federal Student Aid)

___ASAP

Complete using the internet to apply. If you do not have internet access, ask your Financial Aid Office for assistance, or the tribal office. You will receive a Student Aid Report (SAR). Once you receive the SAR, review it to ensure all information is complete and accurate. This information is needed by your institution to determine your unmet need.

RELEASE OF INFORMATION - FERPA

___ASAP

This is an authorization signed by you to allow the college of your choice to release financial aid and course enrollment information to the Nation. Once signed, please return it to the Nation who will submit it to the college with the Student Needs Analysis on your behalf.

SCHOLARSHIP APPLICATION

___ASAP

Complete, sign and return it to the Nation.

FINANCIAL AID REVIEW FORM

___ASAP

Complete the top portion of the Financial Aid Review Form and submit it to the Financial Aid Officer at the school. They will complete the bottom portion of the form and return it to the Nation.

HIGHER EDUCATION AND TECHNICAL CAREER SCHOLARSHIP ASSISTANCE CONTRACT

___ASAP

Read and sign, then return to the Nation. This is an agreement between you and the Nation stating that you will maintain satisfactory progress while attending school.

A COPY OF YOUR CLASS SCHEDULE

___ASAP

You must submit a copy of your class schedule for the semester for which you are requesting funds.

UNOFFICIAL TRANSCRIPT

___ASAP

If you received a scholarship from the Nation in the past year, you must submit a copy of your unofficial transcript demonstrating you completed your classes and achieved a semester GPA of 2.0 or better to be eligible for a new scholarship award.

Fill out the application (college of choice) and mail or bring it to them. When you receive your acceptance letter, please send a copy of it to the Nation for your files.

Please return your completed application and all required documents to the Nation at the e-mail address or mailing address listed below. No student will receive a scholarship without having a completed application on file in the Education Office for every academic year of enrollment. YOU HAVE 60 DAYS AFTER THE START OF YOUR FIRST DAY OF CLASSES TO COMPLETE THE APPLICATION PROCESS.

E-mail: info@kdwn.org

Ph: 530 419 5058

Fx: 530 387 3109

Mailing Address:

Kletsel Dehe Wintun Nation

P.O. Box 1630

Williams, CA 95987

If you have received a scholarship from the Nation in the past semester, you must submit a copy of your unofficial transcript demonstrating you completed your classes and achieved a semester GPA of 2.0 or better in order to be eligible for consideration of a renewed scholarship award.

HIGHER EDUCATION AND VOCATIONAL SCHOLARSHIP APPLICATION

APPLICANT INFORMATION (to be completed by the student)

Full Name	Tribal Enrollment Number	Social Security Number
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Permanent Street Address	City	State	Zip
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Telephone Number	Email Address	Date of Birth (mm/dd/yyyy)
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Will you be graduating/completing your program this academic year? Yes No

Are you a California Resident? (Select one) Yes No

Gender (select one): Male Female

INSTITUTION INFORMATION:

School Attending

Major/Program of Study

Degree Expected

Expected Graduation Date

HIGHER EDUCATION AND VOCATIONAL SCHOLARSHIP ASSISTANCE CONTRACT

This contract is between Kletsel Dehe Wintun Nation (“Nation”) and any prospective tribal citizen students who wish to secure a scholarship specifically used to defray the cost of post-secondary education based on a completed Student Needs Analysis (SNA).

CONDITIONS: (Please initial below)

1. I will maintain a 2.0 Grade Point Average for the current semester funded, not cumulative.
2. I will contact the Nation in writing prior to any action taken regarding schedule changes if I personally determine that I need to drop/withdraw from one or more classes. If I drop, I will submit a copy of the drop form to the Nation within 10 days for my file.
3. I will provide a copy of my unofficial transcript to the Nation no later than thirty (30) days after the end of the semester in which an award was made. Failure to submit a copy of my unofficial transcript will result in my being ineligible for future scholarships for six (6) months after the end of the most recent semester and will also result in forfeiture of any grade incentive award.
4. I will refund an amount, as determined by the Tribal Council, of the scholarship received to date back to the Nation before I become eligible for any future scholarships. If I fail to adhere to these conditions and/or complete the semester, for reasons other than family emergencies or an illness accompanied by a medical report, the Nation reserves the right to recapture any funds not used for their intended educational purposes pursuant to the official policies of the Nation.

As a recipient of an educational scholarship from the Nation’s Education & Employment Assistance Services, I have read and understand the contents of this contract AND acknowledge and accept the above conditions by initialing each numbered condition.

By signing this contract, I agree to adhere to the conditions set forth.

Student Signature

Date

Parent or Guardian Signature (If student is Minor)

Date

HIGHER EDUCATION AND VOCATIONAL SCHOLARSHIP FINANCIAL AID REVIEW FORM
APPLICANT INFORMATION (to be filled out by the student)

Full Name	Tribal Enrollment Number	Social Security Number
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Permanent Address	City	State	Zip Code
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Home Phone Number	Cell Phone	Email Address
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Academic Institution	Address	Phone Number
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Current term student will be attending: Fall 20 ____ Winter 20 ____ Spring 20 ____ Summer 20 ____

FINANCIAL AID INFORMATION (to be filled out by the Financial Aid Officer of Billing Staff)

*Please fill out for the current semester ONLY and return via email to info@kdwn.org along with W9 form for the school/institution.

APPROVED STUDENT BUDGET:

Tuition	\$ _____	Transportation	\$ _____
Fees	\$ _____	Personal	\$ _____
Books	\$ _____	Room & Board	\$ _____
Supplies	\$ _____	Other	\$ _____

TOTAL STUDENT EXPENSE	-	TOTAL RESOURCES	=	UNMET NEED
		(Awards, Scholarship, etc. FAFSA – exclude EFC and all loans)		
\$ _____		\$ _____		\$ _____

FINANCIAL AID OFFICER/BILLING STAFF

Please note, the Nation has verified the eligibility of the above student for a Education or Career Tech Training Scholarship if financial need can be established.

Financial Aid Officer/Billing Staff Name	Email Address	Phone Number
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Fax Number _____

Address	City	State	Zip Code
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Signature	Date
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