

Chemehuevi Education Center
PO Box 1976
Havasu Lake, CA 92363
Phone: (760) 858-1063
FAX (760) 858-4743
Email: citeddirector@gmail.com

Chemehuevi Indian Education

To: All Higher Education (HED & AVT) Candidates

From: Dusti R. Bacon
Education Director

Enclosed is your application packet for funding. Please note- there are revisions of the eligibility policy. They are listed in the guidelines document. This year the Chemehuevi Tribe will be strictly adhering to the Federal regulations. Students are eligible for funding if they reside on or near the reservation. The Tribal Council has determined that on or near the reservation includes: Arizona, California or Nevada. However, you may attend school out of state as long as your residency falls within the states listed above.

Please note that The Chemehuevi Tribe will supplement your funding but you must first **apply for financial aid through other sources including FAFSA. A FAFSA application may be obtained at your school or completed online at www.fafsa.ed.gov.** (See the directions sheet in your packet on how to apply). **The FAFSA results need to be given to the Financial Aid department at your school. These results are valid for one school year. This process can take a few weeks so please allow plenty of time.**

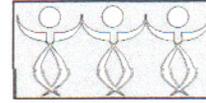
Please complete the entire application packet and return to our office as soon as possible. Funding deadlines are in the guidelines document. If you are a continuing student, my office must have a copy of your most recent grades, and new class schedule before funding will be processed.

If you have any questions feel free to call or e-mail me at the above listed numbers.

Sincerely,

A handwritten signature in cursive script that reads "Dusti R. Bacon".

Dusti R. Bacon
Education Director



CHEMEHUEVI EDUCATION DEPARTMENT

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CAREER DEVELOPMENT POLICIES AND PROCEDURES

Grants and Scholarships shall be administered but not limited to the following policy:

Section 1- Funding Limitation

The Chemehuevi Indian Tribe will fund up to \$4,000 of an HED undergraduate student's unmet need and up to \$10,000 of a graduate student's unmet need per term, *depending on availability of funds*. **Undergraduate funding takes priority.** AVT funding is based on unmet need and fund availability.

Section 2- Student Categories

- A. **Full time Student-** An applicant maintaining 12 units per semester toward a college degree: Associate of Arts/Science, Bachelor of Arts/Science, Master of Arts/Science or a Doctorate at any accredited college or university.
- B. **Graduate Student-** Must first apply for funds from the Native American Graduate Studies center. If funds are limited, undergraduate students will have priority.
- C. **Summer Students-** Students desiring to attend summer courses are encouraged to accept work study program funds or other types of summer employment. Tribal funding is contingent upon availability.
- D. **Vocational Students-** Applicants seeking a Certificate or an Associates Degree at a Community College, BIA supported College, or an accredited Vocational Training facility.

Section 3- Eligibility Requirements

All applicants will:

- Be an enrolled Chemehuevi Indian Tribal member.
- Be residents of Arizona, California or Nevada (Proof of residency will include two documents: Rent/lease agreement, utility bills, vehicle registration, valid driver's license or state ID, income taxes for self or parent)
- Be a high school or GED graduate (minimum score of 45%).
- Be pre-admitted to a college, university, or vocational facility.
- Maintain a 2.00 GPA with 12 semester credit/hours (8 quarter credit/hours).
- Pre-apply for all other funding sources- including but not limited to PELL, SEOG, etc.
Graduate students must first apply for funds from the Native American Graduate Studies Center.
- Be in pursuit of a Professional Degree- (Associates, Bachelor, Advanced, or a Vocational Training Certificate.

Other Eligibility Considerations

- Primary age for applicants is 18 to 35 years. (Those over the age of 35 who demonstrate a need for training may be reviewed and submitted for BIA approval for waiver. This includes retired persons.)
- Repeat training of Tribal members involving the expenditure of program funds will be determined on an individual basis, considering the ability, prior performance, present needs, and availability of program funds. No more than 2 repeat training services will be allowed.
- Applicants must be unemployed or under-employed.

Section 4- Deadlines

HED Application

- ❖ Fall - June 30th
- ❖ Spring – November 30th
- ❖ Summer - April 30th

AVT Application

- ❖ 90 days prior to commencement of classes.

Official transcripts or grade reports will be sent to the CIT Education Department within 30 days of the ending of each completed quarter / semester for continuing funding to be considered.

Section 5 - Applicant Responsibility

1. Submit Application packets to CIT Education Department at the beginning of each academic year and for summer session.
2. Submit all financial aid requests to the school's Financial Aid Officer. Recommendation for approval and award amount will be made by the Financial Aid Officer. Completed forms are to be sent to CIT Education Center.
3. Compile all requested forms (high-school, college, and vocational records, grades and transcripts), and have this information sent directly to the CIT Education Center. Continuing students are to submit updated records, change of address and grades prior to required deadlines.
4. Submit any change of name, address or schedules within 30 days of such change. Immediately inform the CIT Education Center of any withdrawals or incompletes from any classes.
5. Maintain a 2.0 GPA- with grade reports sent each semester to the CIT Education Center.
6. Complete 12 or more semester credit/hours (8 quarter credit/hours).

Section 6 - Application Package

The following forms must be completed by the applicant and/or institution prior to the specified deadlines before the application package will be reviewed.

- Acceptance letter from school.
- Application
- A personal letter to the tribal council
- Reservation Intern Service Contract
- Authorization Release of Student Information (this form should be given to the Counselor at your school for release of grades, attendance, transcripts, etc. to be sent to CIT Education Center.)
- Financial Aid Needs Analysis (from the Financial Aid office).
- Tribal enrollment verification, driver's license, social security card, birth certificate and military discharge (first time applicants only)
- Verification of residency

Section 7- Failure to meet minimum performance standards

1. The student must notify the Chemehuevi Education Department immediately upon withdrawal from school or dropping below the minimum standards required.
2. The student must repay all funds obtained from the Chemeheuvi Indian Tribe upon withdrawal from school.
3. If the student falls below the 2.0 GPA and/or 12 semester credit/hour (8 quarter credit/hour) standard, the student will be ineligible for further HED/AVT funding. After successful completion of a term or semester (at their own expense) and meeting the minimum 2.0 with 12 semester credit/hour (8 quarter credit/hour), the student may reapply for HED/AVT funds.

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FALL (June 30th)	HED Application Deadlines	FALL (June 30th)
	SPRING (Nov. 30th)	SUMMER (April 30th)

Listed below are the forms and information needed to process your application for tribal financial aid. Please complete the forms and return them with the required documentation. Please keep in mind that to obtain each one of these documents is a lengthy process, so give you enough time to gather all the information. Late applications will not be accepted. Applications must be received on or before the deadline date no later than 4:00 p.m. If the due date falls on the weekend make sure applications are received by the Friday before. If you have any questions or any personal changes to be made in your file please write or call our office so we can assist you. We look forward to working with you.

The following items of documentation will be turned in by first time applicants only. They will be kept in your student file in the Education Department.

- _____ A letter of acceptance from the school or training facility
- _____ A copy of your Birth Certificate
- _____ A copy of your Social Security Card
- _____ A legible copy of your Drivers License
- _____ Certification of Indian Blood (CIB) from Tribal Enrollment Office
- _____ A copy of your High School Diploma, transcript or GED certificate
- _____ If a Veteran- a copy of discharge certification

The following forms need to be completed at the beginning of each school year and a separate packet is to be submitted for summer.

- _____ Application form
- _____ A personal letter to the tribal council requesting aid from the tribe. Please state your name, name of institution or program, anticipated graduation date and current progress with future goals. Also include mention of other sources of funding you have applied for.
- _____ Reservation Intern Service Contract
- _____ Authorization for Release of Student Information
- _____ CIT Student Acknowledgment of Responsibility
- _____ A copy of your Student Aid Report (SAR) showing EFC (Expected Family Contribution)
- _____ Financial Needs Analysis- **MUST** be processed by the Financial Aid Office at the School.
- _____ A copy of college transcripts- if applicable (must show last term attended)
- _____ Verification of Residency (2 Forms)
- _____ A copy of your class schedule



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TRIBAL CERTIFICATION RELEASE (CIB)

Enrolled Name _____ Social Security # _____

Name of Tribe _____ Enrollment or Census # _____

Tribal Location _____

Place of Birth _____ Date of Birth _____
CITY STATE

Mother's Name _____ Maiden name _____

Mother's Tribe _____ Mother's Date of Birth _____

Father's Name _____

Father's Tribe _____ Father's Date of Birth _____

I HEREBY GRANT PERMISSION TO RELEASE TRIBAL CERTIFICATION (CIB) TO:

Chemehuevi Education Department

Applicant's Signature _____ Date _____

TO BE COMPLETED BY THE TRIBAL ENROLLMENT OFFICER

I certify that _____ is an enrolled member of the
_____ Tribe.

Enrollment # _____ Blood Degree _____

Eligible for BIA Services _____ Ineligible for BIA Services _____

Agency Name _____ Address _____

Certifying Official's Signature _____

Date _____



CHEMEHUEVI EDUCATION DEPARTMENT

Adult Vocational Training (AVT) Grant Application

DEADLINE DATES: 90 days before start date

Answer All Questions and Print Clearly. Read Policies and Procedures, Sign and Date

NAME _____ Social Security # _____
First Last Maiden

Address _____
Street /P.O. Box City State Zip

Telephone _____ Date of Birth ____/____/____ CIT Tribal # _____

Sex M F Marital Status _____ Name of Spouse _____

No. of dependents _____ Veteran Yes No

Mother's name _____ Tribe _____

Father's name _____ Tribe _____

High School / Location _____

Graduation Date _____ GED Date _____

Previously Attended:

College Attended / Location _____

Vocational Training Institute Attended / Location _____

Application request for: (Period of time) _____ - _____

Name of School or Institution _____

Training/Certificate pursuit of _____

Telephone [] _____ Fax [] _____

Start date _____ Graduation date _____ Certificate Type _____

Have you previously received Tribal funding? Y/ N What year? _____

I certify that the above information is true and correct to the best of my knowledge. If and when this application is approved, I accept and abide by all conditions stipulated in the Chemehuevi Policies and Procedures Guideline. I hereby give my permission to CIT to request and receive any information on my financial aid status and academic progress.

Signature of Applicant _____ Date _____

**RESERVATION INTERN SERVICE CONTRACT
ADDENDUM TO APPLICATION: REQUIREMENT FOR CONSIDERATION FOR AID**

This Agreement ("Addendum") is entered into between the Chemehuevi Indian Tribe and

Name of Grant Recipient (please print)

In consideration of an award of grant funds from the Chemehuevi Indian Tribe for the purposes of furthering my education are described as follows:

Funding to attend (school name)

school year

1. At the conclusion of each HED/AVT funded school year, I agree to travel to the Reservation for the period of one week (five working days) to undertake a work internship for a department of the Chemehuevi Indian Tribe and shall work in that department performing certain governmental tasks to be specified at that time by the Executive Committee of the Chemehuevi Tribal Council. I understand that the Chemehuevi Indian Tribe will provide lodging (for a fee) during that period (if available). I understand that the department and my assignment will reflect my expertise or interest as described below in Section A.

2. I understand that I may request to have the Chemehuevi Indian Tribal Council waive the work internship. In its place, I agree to produce, at the discretion of the Chemehuevi Tribal Council, a report, not less than 10 pages and not to exceed 25 pages (double space font size 10), on a specific subject of my expertise or interest as described in Section A, that will be of benefit to the Tribe. I will present my report in person to the Tribal Council.

I further understand that if I am unable to fulfill condition 1 or 2 of this contract that I will repay the entire amount of the grant funds as described above within twenty-four (24) months and will forfeit any future funding until paid. If unable to repay grant funds within this time frame, I may apply and receive from the Chemehuevi Tribal Council, based upon a showing of good cause, an extension of time to repay the grant funds.

I further understand that if I don't complete the internship described herein or repay the grant funds as required herein, the Tribe shall have the right to take appropriate legal action to collect the funds, including, but not limited to, off-setting any amounts that I owe the Tribe by any monies due me from the Tribe from per capita payments, or otherwise. For purposes of enforcing this agreement, I hereby consent to the jurisdiction of the Chemehuevi Tribal Court.

Section A: I wish to contribute expertise or acquire experience in the following areas: (to be filled in by grant recipient)

Signed by grant recipient _____

Date of signature: _____

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Authorization for Release of Student Information

Name of Applicant _____

Date of Birth _____ Place of Birth _____

Tribal Enrollment # _____ Tribe CHEMEHUEVI

Social Security # _____

I hereby authorize the release of my records, transcripts, attendance and any other necessary information and documentation to the Chemehuevi Indian Education Center.

School name: _____

Address: _____

City, _____ State _____ Zip _____

Telephone # [] _____ Fax # [] _____

Year enrolled _____

Applicant and/or parent is responsible for any fee required for transcripts. Any

Questions please call or write our office.

Student Signature

Date

Parent Signature [if student under 21 years of age]

Date



**CHEMEHUEVI EDUCATION DEPARTMENT
STUDENT'S ACKNOWLEDGEMENT OF RESPONSIBILITY**

Students receiving grants must maintain acceptable academic standing, demonstrate satisfactory progress, and complete the grant period within the minimum required number of credits.

THE PRIMARY RESPONSIBILITY FOR MAKING APPLICATION FOR FINANCIAL ASSISTANCE RESTS WITH THE STUDENT.

A grant recipient who without justifiable circumstances fails to enroll, officially or unofficially withdraws, or is expelled before completion of the grant period must submit a written notification within ten (10) days of the date of expiration of enrollment stating the date of withdrawal, submit supporting documentation of reason for withdrawal or reason for expulsion, including the mitigating circumstances, if any a copy of the student's request to the institution to return the grant monies to the Tribe and any remaining balance of the grant for that term.

The student must demonstrate justifiable circumstances to avoid repayment of the grant amount expended upon termination of enrollment for that academic year. Failure to provide documentation for justifiable circumstances will result in termination of the student's eligibility for future grant awards and require the student to repay any outstanding award for that term. Any repayment of grant shall begin three (3) months after the written notification date.

I hereby acknowledge that I have read the above statement and understand my responsibility,

Student Signature

Date

HOW TO APPLY FOR FINANCIAL AID

The Chemehuevi Indian Tribe (CIT) uses a standard financial needs analysis with no cost to the student and the use of a national processor to accomplish a fair treatment of assessing a student's financial academic need. Therefore, CIT requires that students must apply for federal, state and institutional aid including Free Application for Federal Student Aid (FAFSA).

Students may now apply electronically through FAFSA on the web.
Internet access is available to students at the Chemehuevi Education Center
1985 Palo Verde Drive, Havasu Lake, California.
The Education Center is open Monday to Friday 7:30 a.m. to 4:00 p.m. (CA time)

Phone: 1-800-FED-AID (1-800-433-3243)

In person: Contact your financial aid office at your college or institution

Online: www.fafsa.ed.gov

How To Use the On-line FAFSA

- 1. If you don't already have a PIN apply for one now at www.pin.ed.gov. You'll need a PIN to electronically sign your FAFSA. If you are a dependent student, your parents should also apply for a PIN so they also can sign your FAFSA.**
- Gather information required:
 - Your Social Security number and parents' social security numbers if you are providing parent information.
 - Your driver's license number if you have one.
 - Federal income tax information or tax returns, including W-2 information for yourself, for your spouse if you are married, and for your parents if you are providing parent information. Use income records for the year prior to the academic year for which you are applying
- 3. Once you have received your PIN via e-mail, you can complete your application. Enter all necessary information at www.fafsa.ed.gov. If you need help, there are links on each page of the on-line application.**
- Submit the application. Make sure you receive a confirmation number. This number tells you your application has been successfully submitted. Keep this confirmation number for your records.
- Follow up on your FAFSA. Your application will be processed and you will receive an e-mail with a link to your **Student Aid Report (SAR)**. You should review your SAR for any necessary corrections or updates.
- Take your SAR and the financial needs analysis form to the financial aid department of your college or institution. They will fill out their portion and submit the forms to the CIT Education Department.

Student Rating: _____

School Comments: _____

Please notify our Education Center of any attendance problems, suspensions, defaults, or drop in classes or enrollment.

Form completed by:

_____ Title _____
Print Name

_____ Phone _____ FAX _____
School Name

_____ City _____ State _____ Zip _____
Address

_____ Date _____
Signature of Financial Aid Officer / Counselor

SCHOOL TAX ID # - _____

Funding will not be considered if tax id # is not included

CIT NOTES: