



Chemehuevi Education Center

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HIGHER EDUCATION SCHOLARSHIP PACKET AGREEMENT PAGE and DOCUMENT CHECKLIST

Deadlines for Tribal College Funding for HED Students

FALL SEMESTER MAY 31ST at 5:00 P.M. SPRING SEMESTER NOVEMBER 24TH at 5:00 P.M.
SUMMER (depending on funds availability) April 30th 5:00 p.m.

Deadlines for AVT (Career and Technical Education) Students is 90 days before money is due to the school for the program.

Congratulations on your decision to pursue a post-secondary education!

The Chemehuevi Indian Tribe Education Department awards BIA Higher Education Grant funds to eligible CIT tribal students residing in **California, Arizona, and Nevada** who are pursuing Associates, Bachelors, Masters, or Doctorate degrees at **accredited** institutions. Vocational awards are also funded for those CIT tribal students who are working toward post-secondary career and technical degrees in a certificate or for career development.

The Chemehuevi Indian Tribe will fund up to \$4,000 fall and/or spring of an **HED** student's Recommended Funding (FNA form from school's Financial Aid Office), depending on **availability of funds**. Undergraduate funding takes priority. Primary age for applicants in 18-35. Applicants over the age of 35 who demonstrate a need for training may be reviewed and recommended to Tribal Council for BIA approved age waiver. Student must attend full-time and have a current GPA of 2.0 or better. Undergraduate students must be enrolled in a minimum of 12 units/credit hours; graduate student must be enrolled in a minimum of 9 units/credits or the number of unites/credits that the institution deems as "full-time".

AVT student's funding of up to \$4,000 for fall and/or spring will be based on unmet need determined by the Recommended Funding (FNA form from school's Financial Aid Office), depending on **availability of funds**. Undergraduate funding takes priority. Primary age for applicants in 18-35. Applicants over the age of 35 who demonstrate a need for training may be reviewed and recommended to Tribal Council for BIA approved age waiver. Student must be attending full-time as determined by the school and/or program and have a current GPA of 2.0 or better. Deadline to Education Office of application packet is 90 days prior to money deadline at school. Applicants must be enrolled with full-time units/credits for the program.

APPLICATION

Answer all the questions and PRINT carefully, red, sign—then double check.

Which term are you applying for ___ Fall ___ Spring ___ Summer or AVT Dates: _____

Name _____

Social Security Number _____ Date of Birth _____ Gender _____

Mailing Address _____

Residency Address _____

Email _____ Contact Phone _____

CIT Enrollment Number _____

Mother's Name and Tribe _____ Father's Name and Tribe _____

Name of High School and Location _____

Or Test Center _____ Graduation/GED Date: _____

Have you ever received a Chemehuevi College Funding Award? If you when? _____

College/Institution Your Will Be Attending:

Major/Program _____ Date Begin _____ Graduation Date _____ Degree Level _____

Please list all Post-Secondary School Attend (use back of sheet if necessary)

School, City, State, Semester(s) Attended, Credits Earned:

1):

DOCUMENTS NEEDED FOR APPLICATION:

All the following documents must be submitted **each** funding year in order to be considered for award. No faxed material will be accepted. Everything must be emailed to dir.edu@cit-nsn.gov or sent by postal service to The CIT Education Dept. PO Box 1976, Havasu Lake, CA, 92363. Anything without proper signatures or an incomplete packet will not be accepted. Please call or email if you have questions. Please use this as a check list and initial when added to your packet of your **Understanding of the process.**

_____ 1. **APPLICATION:** Completed Higher Education (HED) or Career Tech (AVT) application. For every new funding year, a new application must be submitted. I understand that I must be a high school graduate or have a GED with a minimum score of 45%. The applicant is responsible for submitting a new application packet for **every year** of new funding. **Those applicants who have applied for Fall who are also applying for Spring with no changes in status will only be required to submit a current proof of residency, Spring class schedule, term transcript, and FNA is Fall one was not an annual one.**

_____ 2. **PROOF OF CHEMEHUEVI ENROLLMENT:** Copy of Chemehuevi Enrollment letter and/or membership card that provides proof of current enrollment.

_____ 3. **COPY OF ACCEPTANCE/ADMISSIONS LETTER:** Undergraduate or graduate student must be admitted to post-secondary accredited institution to provide proof that you are currently pre-admitted or enrolled to an accredited college, university, or vocational institution.

_____ 4. **CURRENT SCHEDULE OF CLASSES:** Listing of course study (class schedule) from institution to provide status and proof of being a full-time student.

_____ 5. **OFFICIAL TRANSCRIPTS:** Students new to college only: submit official high school transcripts, and/or GED completion papers. Continuing students only: submit final official transcripts mailed in a sealed envelop from the Registrar's Office to the CIT Education Department for all prior terms.

_____ 6. **FAFSA (SAR):** All students must complete the Free Application for Federal Student Aid (FAFSA) in accordance with federal policies each year.

_____ 7. **FINANCIAL NEEDS ANALYSIS (FNA):** Students must have the institution's Financial Aid Department complete the FNA from and **email** or mail if to the CIT Education Department by deadline. This must be completed annually or can be submitted per semester funding period. The FNA from the FA Department is the **only recommendation on which the funding award is considered.**

_____ 8. **APPLY FOR THREE (3) OUTSIDE SCHOLARSHIPS:** Students shall apply for minimum of three other available scholarships such as federal, state, institution aid, and private sources separate from the Tribal Award. The FAFSA counts as one. The scholarship does not have to had been awarded. Please submit proof of application.

_____ 9. **LETTER OF REQUEST TO TRIBAL COUNCIL:** Personal letter to the Tribal council should be no more than one (1) typed page. Because these are presented as anonymously please do not put your name on the letter or any of your family names. Just state your educational goals, where they are at now, and how you intend to accomplish them. Also, projected date of graduation and what you would like to do upon graduation. If this is a second application letter, please up-date your progress and how your are doing on your Educational Path.

_____ 10. **PROOF OF STATE RESIDENCY:** Every semester you are required to provide the CIT Education Department with proof of your current state residency. This must be provided by driver license, a current utility bill in your name, state ID card. The address shown on the residency proof must also be the same that is listed on your Chemehuevi Enrollment file. **Students that move from the tristate funding areas must inform the Education Center office within 10 days of residency move. Those moving out of the tri-state funding area of California, Arizona, or Nevada will no longer be considered for funding. Those students misrepresenting their residency will be required to re-pay all funds received after any move outside funding areas.**

_____ 11. **MAINTAINING FUNDING:** If **GPA fall below 2.0** for a funding term or the student withdraws from class(es) even those marked withdrawal passing, the student must notify the CIT Education Center Director within 14 days of final grade release or withdraw date. College Funding Award will not pay for re-taking any class to raise a grade. **Those funds awarded where the 2.0 or C grade has not been met will be subject to re-payment for that term at the decertation of the Director of the Education Center and the Tribal Council.** Failure to comply with the rule and/or no submission of final transcript each term may end in the full repayment of all term funding and may result in the forfeit of future opportunities to application for awards. Regardless of repayment decision the student will not be able to submit for any funding for at least a full-school year

_____ 12. **MAXIMUM FUNDING:** Undergraduate: Six (6) semesters or nine (9) quarters. Undergraduate Baccalaureate: Twelve (12) semesters or eighteen (18) quarters (to **include those semesters/quarters for AA degree**). Graduate Degree: Six (6) semesters or nine (9) quarters.

_____ 13. **STUDENT INFORMATION FOR MEDIA:** The applicant to have their name, school, degree, major being pursued, and graduation announcement released in any press (both community and local media).

_____ 14. **INTERNSHIP REQUIREMENT OF ALL APPLICATIONS:** In consideration of an award of post-secondary education funding award from the Chemehuevi Indian Tribe for the purposes of furthering my education I will complete an Internship with the Tribe each year of funding by 1). Working within the community at Havasu Landing in one of Tribal Departments for at least 40 hours by August 5th for the year I am funded or 2). Giving a presentation to the Tribal Council at a scheduled monthly meeting (not Annual) about my studies, progress. Internships must be scheduled not later than October 1st of the Fall semester where it is community work or a presentation with the Director of the Education Center. It is understood that if the applicant is unable to fulfill the Internship that (at the discretion of the Tribal Council) upon showing good cause, an extension of time may be granted. If an applicant does not full-fill the required Internship future opportunity to receive any funding may be denied.

DOCUMENTS NEED FROM FIRST TIME APPLICANTS

(These papers to be submitted only once unless a change is being made to a form or it has been longer than five (5) years since you have applied)

- _____ 1. COPY OF BIRTH CERTIFICATE
- _____ 2. COPY OF SOCIAL SECURITY CARD
- _____ 3. CERTIFICATE OF CHEMEHUEVI INDIAN BLOOD FROM ENROLLMENT (760-858-4219)
- _____ 4. COPY OF HIGH SCHOOL DIPLOMA
- _____ 5. VERTEN: COPY OF DISCHARGE CERTIFICATE
- _____ 6. FERPA FORM: All applicant files are property of CIT Education Department. The FERPA form (Family Educational Rights and Privacy Act) is a form wherein the student gives others (parents, spouse, partner, etc.) the rights to information that is contained in the CIT Student Funding Packet). The form must list those who are being given this right and ***signed by the student***. Once the packet is complete and the funds are awarded the Education Center Director nor any other CIT staff can relay any information about the student's CFA funding to anyone **other than the student without written permission per the FERPA.**

Please read carefully, complete, and sign. It is a good idea to keep a copy for your files.

I hereby certify that the above information is true and correct to the best of my knowledge. When the application is approved, I accept and abide by all conditions stipulated in the agreement and the Chemehuevi Indian Tribe to request and receive information on financial aid status and academic progress.

I understand if I have concerns or complaints I will contact the Office of the Education Director at the CIT Education Center within two (2) weeks (dir.edu@cit-nsn.gov or 760-858-1063).

Signature of Applicant

Date