



## **Citizen Potawatomi Nation Tribal Rolls Scholarship**

The Citizen Potawatomi Nation Tribal Rolls Scholarship program provides its tribal members financial support to offset the cost of attending college and post-high school vocational training. The program currently awards full-time students up to \$1,500.00, and part-time students up to \$750.00. Full-time during the Fall and Spring/Winter sessions is 12+ hours for undergraduate and vocational students, and 9+ hours for graduate students. Less is considered part-time. For Summer session, 6+ hours is considered full-time for all applicants. The amount of the award is determined by the number of hours enrolled, tuition cost and current standing in the program. For example: if an applicant is in good standing, attending school full-time and their tuition is \$873.00, the student will receive \$873.00. If tuition is more than \$1,500.00, the student will receive the maximum amount of \$1,500.00 awarded by the program. The same is applied to part-time students.

### **Please read Instructions.**

### **Eligibility for Assistance**

- 1) Applicant must be an enrolled member of the Citizen Potawatomi Nation.
- 2) Applications will not be accepted by applicants waiting to be enrolled in the tribe.

### **Application Information**

- 1) Applications must be received or postmarked by the following deadlines:
  - A) Spring/Winter session: December 1<sup>st</sup>
  - B) Summer session: June 1<sup>st</sup> [Application and paperwork are due on this day]
  - C) Fall session: August 1<sup>st</sup>Applications received after the posted deadlines will not be considered. No exceptions.
- 2) Deadline in which to submit proof of enrollment, tuition cost, last year's income tax and grades from previous semester:
  - A) Spring/Winter session: January 15<sup>th</sup>
  - B) Summer session: June 1<sup>st</sup> [Extension does not apply to summer term. See 1-B]
  - C) Fall session: September 15<sup>th</sup>To request an extension on required paperwork, you must notify this office before the aforementioned due dates.
- 3) A new application must be submitted for each semester you attend class.
- 4) Please print or type all information. Be sure to sign and date the application.
- 5) Incomplete and/or unreadable applications will be returned.
- 6) Altered forms will not be accepted.

### **Requirements to complete the application process**

1. Proof of enrollment: Class schedule with number of hours or letter from school acknowledging enrollment status and number of hours.
2. Tuition cost: Breakdown of cost of attending school (Not a balance).
3. Proof of last year's income (Federal tax return) must be on file. W-2 forms will not be accepted. A copy of the tax return filed to the IRS must be sent (**First page only**). If you had no income, an explanation must be provided. If you are claimed as a dependent on your parent's tax return, a copy of their tax return must be submitted (**First page only**).
4. If you are an incoming freshman or vocational student and have not been previously funded, a copy of your high school transcript or GED, and ACT, SAT or other Placement Exam must be on file. If a placement exam is not required, a letter from the school must be on file. If you have been previously funded, there is no need to resend these documents.
5. If you are a continuing vocational student, sophomore, junior, senior or graduate student, your last semester's grades must be on file.
6. Full-time: 12+ hours undergraduate and vocational students, 9+ hours Graduates for Fall and Spring/Winter sessions. Full-time during summer session is 6+ hours for all applicants. A letter from the school is required if full-time hours are considered less than the hours posted in this application.
7. Falsified applications will be subject to forfeiture of monies and penalties.

### **Upon completion**

If your application is approved, the amount of your award is requisitioned and sent to the accounting office. The process may take several weeks before a check is issued. Checks are sent by certified mail to the student and made payable to the school and the student.

**PLEASE TAKE NOTE:** Housing assistance is a separate department, having their own criteria for eligibility. Do not send housing applications and/or housing information to Tribal Rolls. It will not be accepted. Housing is not available during the summer session. If you plan to live in Student Housing or the Dorms while you attend school, please mark-off the box at the top of the application form to expedite Housing procedure.

### **To maintain eligibility**

Applicants must maintain at least a 2.00 GPA. Failure to meet the minimum grade point aggregate will be considered for probation and subsequent elimination from the program if progress is not made.

Any change in hours, especially a reduction from full-time to part-time status, or complete withdraw must be reported immediately. The applicant will be required to return a portion of that award back to the scholarship fund upon changing over to a part-time status. The amount will be determined by Tribal Rolls. In the case of a complete withdraw; the applicant will be required to return the full amount of the scholarship. Failure to notify the Tribal Rolls Dept. will result in a partial or total forfeiture of monies the next time the applicant receives an award.

If the applicant does not submit an application for the current semester, he/she will not be funded for that semester. An application must be submitted to determine eligibility.

**Please send your application and information in as early as you can. Waiting until the last minute will cause a delay of the application process.**

Type or print clearly

Citizen Potawatomi Nation \_\_\_\_\_

**Tribal Rolls Scholarship Application**

Check box if you will be living in the college dorms.

**Date:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

**Social Security Number:** \_\_\_\_\_ **Tribal ID Number** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Home Phone #** \_\_\_\_\_ **Cell Phone #** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Year of High School Graduation:** \_\_\_\_\_ **or GED** \_\_\_\_\_

**Have you received a Citizen Potawatomi Nation scholarship award? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**If the answer is "Yes" please state the year and term you last applied:** \_\_\_\_\_

**I will be a:** Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Grad \_\_\_\_\_  
Vocational/Trade school \_\_\_\_\_ (Pick one only)

**I am applying for the Fall Semester** \_\_\_\_\_ **Spring/Winter Semester** \_\_\_\_\_  
**Summer Session** \_\_\_\_\_ (Pick one only)

**Name of Institution attending** \_\_\_\_\_  
[No abbreviations]

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Department accepting scholarship check** \_\_\_\_\_

\_\_\_\_\_  
**Applicants Signature**

**By signing and submitting this form you agree to the terms of the application.  
Incomplete and/or illegible applications will be returned**

**Mail: Citizen Potawatomi Nation**  
**1601 S. Gordon Cooper Drive**  
**Shawnee, OK 74801**  
**Attn: Tribal Rolls Scholarship Program**

**or Fax to: (405) 878-4653**