



Apsáalooke Nation Higher Education APPLICATION & HANDBOOK 2023- 2024

APPLICATION MUST BE SUBMITTED ON or BEFORE THE DEADLINE

APRIL 4, 2023

Crow Tribe Education Department

P.O. Box 159

Crow Agency, Montana

59022

(406)- 679- 1276

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INTRODUCTION:

Under the authority of P.L. 93- 638 of the Indian Self Determination Act effective May 1992, the Crow Tribe Administration contracted with the Bureau of Indian Affairs, the B.I.E. (Bureau of Indian Education) Model Contract Scholarship. The following goals have been established for the scholarship's programs:

- To insure equal access for all tribal members to higher educational opportunities.
- To ensure the financial assistance that is most beneficial for each individual student.
- To ensure fair and uniform services for all students, a committee shall be established for the selection of eligible applicants.

SCHOLARSHIP COMMITTEE:

The Crow Tribe Education Scholarship Committee shall be comprised of the Education Director, (BIE) Scholarship Coordinator, (BIA) Job Placement and Adult Training Coordinator, (BIE) Johnson O'Malley Coordinator, Executive Branch Representative, and a Legislative Branch Representative. The Scholarship Committee will meet in August to make selections for the academic year beginning with the fall term of each year. The Scholarship Committee shall make the final selection of qualified, eligible applicants based on the guidelines.

ELIGIBILITY REQUIREMENTS:

Applicants must:

- Must be an enrolled member of the Crow Tribe.
- Possess a High School diploma and/or HiSET (GED)
- Must be enrolled at an accredited college or university, including online classes
- Must be actively pursuing an undergraduate degree
- Must carry a minimum of 12 credits or more
- Must have a 2.0 GPA on a recent OFFICIAL transcript
- Must be receiving **Federal Pell Grant**
- Must have an UNMET NEED on Financial Needs Analysis
- Must submit a completed scholarship application on or before the 1st deadline date

PRIORITY CLASSIFICATION:

The Education Department will make every effort to award scholarships to all eligible students who meet the requirements. All completed applications will be prioritized as follows:

1st Priority- Continuing students who were under Higher Ed. in the previous academic school year. (Must meet all eligibility requirements)

2nd Priority- New students who are first-time applicants. **(Have not applied for Higher Ed. before)**

3rd Priority- Returning students who meet all eligibility requirements (students who have taken sometime off from school, for any given reason, and are now returning)

4th Priority- Students who have incomplete applications will be placed on a waiting list for 15 days until all requirements are met before consideration for funding. Thereafter, your application will be considered inactive.

SCHOLARSHIP AWARD:

Once a student is approved for a scholarship by the Crow Tribal Education Committee, an award amount will be determined. Based on the student's status, the scholarship will be the lesser of the amount as shown below or the student's unmet need as indicated in the financial need analysis:

<u>Maximum Per Year</u>	<u>Student Status</u>
\$5,500.00.....	Single or Married with (0) dependents.
\$6,500.00.....	Married or single with (1) or more dependents (children)

****Must submit copies of Birth Certificates of dependents. ****

NOTICE OF AWARD:

Upon approval of an award by the Education Committee, a letter will be sent to the student stating the amount of the award, the school year, and the college/ university of choice. A copy of the award letter will also be sent to the Financial Aid Office.

Any student who meets all eligibility and application requirements will be awarded a scholarship. If for any reason an applicant is not approved for an award, a letter will be sent to the student stating the reason. The award is based on the academic year and **APPLICATIONS WILL NOT BE ACCEPTED FOR THE SPRING SEMESTER**

DISBURSEMENT OF FUNDS:

All scholarship awards for each academic year will be disbursed as follows:

1. **FRESHMAN & SOPHOMORE STUDENTS:** funds will be disbursed twice a semester. The first payment will be disbursed at the beginning of the semester. The second payment will be disbursed after midterm grades are submitted. *****STUDENTS WILL HAVE (15) DAYS TO SUBMIT ACADEMIC MIDTERM GRADES ONCE THEY ARE POSTED ACCORDING TO THE COLLEGE/UNIVERSITIES ACADEMIC CALENDAR.** To monitor students' progress, mid-term grades must be submitted before the second payment is disbursed. The 2nd disbursement will not be distributed to those students who are no longer attending classes at mid-term.
2. **JUNIOR & SENIOR STUDENTS:** Half (1/2) of the award amount will be disbursed at the beginning of the fall semester. Failure to carry over 12 credit hours and/or below a 2.00 GPA, the student will be placed on academic probation and/ or suspension depending on the student's academic status from the previous semester based on transcripts he/she submitted.
3. **For Quarterly Terms (Salish Kootenai College):** funds will be disbursed three times a year according to the academic calendar. To monitor a student's progress, final grades must be submitted at the end of each quarter, and must submit a class schedule for the next quarter. Students must meet all requirements for funding to continue.

Funds will be disbursed to Financial Aid Offices to be processed according to their financial policies and procedures.

YEAR LEVEL/ CREDITS:

Student grade level will be determined as follows:

	<u>Semester Credits</u>	<u>Quarter Credits</u>
Year 1/ Freshman	0-30	0-36
Year 2/ Sophomore	31-60	37-84
Year 3/ Junior	61-90	85-132
Year 4/ Senior	91-120	133-180

****A second Associates degree will not be funded under Crow Tribe Education Department****

TRANSFER:

If a student is planning on transferring in a given academic year, the student must submit all required documentation; a letter explaining why you are transferring, an acceptance letter to the university/college, an updated financial needs analysis, a class schedule, and final grades from the college previously attended. The scholarship amount may change accordingly based on the unmet need of the financial needs analysis provided by the college/ university.

REPEATING CLASSES:

The Scholarship Committee will not consider a course taken for a third time as part of the minimum twelve credits.

PROBATION:

At the end of a given semester term, a student who does not maintain the minimum 12 credits and falls below a 2.00 GPA will be placed on probation. The student will be notified by letter of probation status. The student will continue to receive funding in the next term, within the same academic school year but must maintain a minimum of 12 credits and a 2.00 GPA. Failure to meet the required credit carryover and 2.0 GPA, the student will be placed on academic suspension.

SUSPENSION:

A student who has failed to maintain the minimum 12 credits and 2.00 GPA for two consecutive semester terms will be placed on **SUSPENSION** from the Crow Tribal Scholarship. To be considered for further funding, the student must successfully complete a term with a 2.00 GPA or better and a minimum of 12 semester/ quarter credit hours on their own. The student must complete the application process and meet all required deadlines the following academic school year.

WITHDRAW:

1. A student in good standing who plans to withdraw from school, or a class must notify the Education Department IMMEDIATELY. A written statement indicating the reasons why the student had to withdraw must be submitted. If by withdrawing and failing to earn the minimum 12 credits, the student will be placed on academic probation and/ or suspension depending on the student's academic status from the previous semester based on transcripts he/she submitted.
2. Any student withdrawing without good cause from college or involuntarily will be placed on **SUSPENSION** and may be required to reimburse the funds to the Tribal Education Department before consideration can be given for future funding.

STUDENT LOAN:

Crow Tribal Scholarship funds DO NOT pay for student loans or defaults.

SUMMER TERM:

Summer term funding is not guaranteed and only approved if funds are available. Only senior-level students who need the summer term to graduate will be funded. A letter of request for summer term funding is due before **April 1st**. The following additional documentation is due by **May 15th**.

- Financial Needs Analysis
- Summer term schedule indicating a minimum of 12 credits, or the credits needed to graduate.
- Official transcript from the proceeding Spring term.

APPEAL PROCEDURES:

- A student has the right to appeal against a decision made by the Education Committee within ten (10) working days of receipt of the letter rendering a decision.
- The student must appeal in writing and submit any supporting documents to the Committee.
- The Education Committee will address the appeal during a meeting within ten (10) working days of receipt of the appeal.
- The student will be notified of the date and has the right to attend the Committee meeting.
- The student will be notified in writing of the decision made by the Education Committee.
- The decision of the Education Committee is **FINAL**.

CROW TRIBAL EDUCATION SCHOLARSHIP

APPLICATION AND REQUIRED DOCUMENTS CHECKLIST

FIRST TIME APPLICANT (Was not under Higher Ed during the previous academic school year):

- ☐ COMPLETED APPLICATION
- ☐ PERSONAL LETTER OF REQUEST
- ☐ CERTIFICATE OF INDIAN BLOOD
- ☐ BIRTH CERTIFICATE(S) OF DEPENDENT(S)- if applicable
- ☐ A COPY HIGH SCHOOL/ HiSET/ GED
- ☐ **OFFICIAL COLLEGE TRANSCRIPT** (if attended any college/ university previously)
- ☐ LETTER OF ACCEPTANCE FROM THE COLLEGE/ UNIVERSITY
- ☐ FINANCIAL NEEDS ANALYSIS
- ☐ FALL REGISTRATION/ CLASS SCHEDULE

CONTINUING STUDENTS (Under Higher Ed in the previous academic school year):

- ☐ AN UPDATED APPLICATION
- ☐ UPDATED PERSONAL LETTER OF REQUEST
- ☐ **MOST RECENT COLLEGE OFFICIAL TRANSCRIPT**
- ☐ FINANCIAL NEEDS ANALYSIS FOR THE ACADEMIC SCHOOL YEAR
- ☐ FALL REGISTRATION/ CLASS SCHEDULE

CROW TRIBE HIGHER EDUCATION SCHOLARSHIP

I. STUDENT INFORMATION: (Red must be filled out)

*Last Name: _____ *First Name: _____ *Middle Initial: _____ *Maiden Name: _____

*Mailing Address _____ City: _____ State: _____ Zip: _____ Phone Number: _____

*Address of the SCHOOL YEAR if Different from Above: City: _____ State: _____ Zip: _____ Message Phone: _____

*Social Security Number _____ *Date of Birth _____ *Email Address (must provide an email) _____

*Contact Person (IF YOU CAN'T BE REACHED): _____ Phone Number: _____

Gender: Male () Female () Veteran: Yes ___ No ___ State of Residency: _____ Crow Enrolled: Yes () No ()

II. FAMILY INFORMATION:

Material Status: Single ___ Married ___ Divorced ___ Separated ___

Dependent(s) Living with Applicants (Children):

Names: _____ Relationship: _____ Date of Birth: _____

III. HIGH SCHOOL

High School Attended _____ Year Graduated or Date HiSet/GED Received _____

School Address _____ City, State, Zip _____

IV. COLLEGE INFORMATION:

College or University Attending _____ School Telephone Number _____

School Address _____ City, State, Zip _____

College Major _____ Year in College (Freshman, Sophomore, Junior, Senior) _____

Entry Date _____ Enrollment Status (Full Time/ Part Time) _____

Expected Degree (AA, AAS, BA, BS) _____ Expected Graduation Date _____

Have you received any funding from the Crow Tribe Education Department in the past? YES ___ NO ___

If yes, which scholarship and when? Higher Ed. ___ Tribal Grants ___ JOB Replacement & Training ___

Contact Person- College/ University Attending _____ Telephone Number & Email _____

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232 g; CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/ she reaches the age of 18 or attends a school beyond the high school level.

I, _____ (student) read the FERPA Law and will abide by this law. I will communicate directly with the Crow Tribal Education Department.

Signature: _____ Date: _____

RELEASE OF INFORMATION

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT:

1. The authority for solicitation of the information on this form is 25 U.S.C. 13(42 Stat. 208) and P.L. 84- 959 (70 stat. 986) as amended by L.L. 88-230(77 Stat. 471, 15 U.S.C. 309).
2. Disclosure of the requested information by the applicant is voluntary but required to receive benefits.
3. The purpose of this information collection is to determine your eligibility for services.
4. The routine use of this information is for the Crow Tribal Education Program to evaluate your application; parts or all the information in your application will be used for financial and budgeting purposes.

I have read the above statement and I hereby provide the required information and authorize the use of such information to the extent of the uses specified in the statement.

Signature: _____ Date: _____

DISCLOSURE OF PERSONAL INFORMATION:

Disclosure by you of your social security number, transcripts or school grades, medical records, income verification, veteran's status, legal records, debt, disability evaluation, and other information which may have a bearing on your application. The authority for the collection of this information is CFR 25, 34.2 U.S.C. 13 and 309 831 AM 4. The sole purpose of this information is to determine eligibility for services.

I AUTHORIZE THE CROW TRIBAL EDUCATION DEPARTMENT THE USE OF INFORMATION LISTED ABOVE.

Signature: _____ Date: _____

AUTHORIZATION AND AGREEMENT:

Please sign each section for each semester/ quarter/ year you attend college.

Name of College/ University	City	State	Zip Code
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I hereby agree to attend the college/ university indicated above and to carry at least 14/ 16 quarter credit hours or 12 semester credit hours each term. I will satisfactorily complete the course which I have selected. I further agree that funds issued for educational purposes will be used or repayment will be made to the Crow Tribal Education Scholarship. I understand that the PELL and other funding available to me will be included when computing my financial aid package, and I agree to use funds for purposes intended. I authorize the college/ university to release grades, mid-term progress reports, attendance, and financial information to the Crow Tribe Education Department.

Signature: _____ Date: _____

AUTHORIZATION AND AGREEMENT:

Please sign each section for each semester/ quarter/ year of attendance.

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Signature: _____ Date: _____

Please keep a copy of the complete application for your files and submit the original to:

Crow Tribe Education Office
(Located at the lower level next to the old Casino entrance)

OFFICE HOURS
MONDAY – FRIDAY
7:30 A.M.- 5:00 P.M.

OR

Crow Tribal Education Department
ATTN: Higher Education
P.O. Box 159
Crow Agency, Mt. 59022

Telephone: (406) 679- 1276

MUST BE TURNED IN ON OR BEFORE OR POSTMARKED BY:

April 4, 2023

FINANCIAL NEEDS ANALYSIS FORM

I. MUST BE COMPLETED BY THE COLLEGE/ UNIVERSITY FINANCIAL AID OFFICER ON BEHALF OF THE STUDENT.

Name: _____ Soc. Sec. No.: _____

Home Address: _____

Street or P.O. Box _____
City/Town _____ State _____ Zip _____

Year in College _____ Major _____

Number of Dependents: _____ This student is considered: Independent _____ Dependent _____

II. TO BE COMPLETED BY THE FINANCIAL AID OFFICE:

This student has applied for the Crow Tribal Higher Education Scholarship. Verified financial needs information is requested from your office before we can act on the student's application. We appreciate your assistance. Please complete this form and mail the original to: **Crow Tribe Education Department P.O. Box 159, Crow Agency, Mt. 59022, or you may give it to the student in a sealed envelope if the student is going to deliver it to our office. Please inform the student that it must be delivered sealed.**

BUDGET PERIOD: From _____ To _____, Which will Start _____

EXPENSES	RESOURCES	CAMPUS-BASED/OTHER AID
Tuition \$ _____	Tribal Assistance \$ _____	FED. PELL _____
Fees _____	Parent Contribution _____	FED. SEOG _____
Books/Supplies _____	Student Contribution _____	FED. Perkins _____
Room/Board _____	Veteran's Benefits _____	FED. CWS _____
Transportation _____	AFDC/Welfare _____	Scholarship _____
Personal _____	Social Security _____	Other _____
Child Care _____	State (Indian) _____	
Other _____	Voc. Rehab. _____	
Leveraging Education Assistance Partnership (LEAP) _____		

TOTAL EXPENSES: \$ _____ TOTAL RESOURCES: \$ _____

Student Unmet Need or Recommendation Amount: \$ _____
(EXPENSES MINUS RESOURCES)

FINANCIAL AID OFFICER _____ DATE _____ TELEPHONE NUMBER _____

NAME OF INSTITUTE _____ ADDRESS _____