



## HIGHER & CAREER TECH EDUCATION SCHOLARSHIP POLICIES

The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians Education Department shall provide services to eligible Tribal Citizens in accordance with the U.S. federal laws, procedures, and guidelines approved by the MBPI Tribal Council. The MBPI Education Department will provide payment on behalf of eligible Tribal Citizens for expenses associated with your tuition, fees, books, supplies, transportation, room and board, and personal expenses as calculated by your school's financial aid office.

Citizens must be enrolled in a program of training 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; (b) Employment; or (c) Measurable skill gains toward a credential described in paragraph (a) of this section or employment (d) or Continuing Education in order to maintain employability/licensure/certification. This scholarship is considered an Indian general welfare benefit and satisfies the requirements listed under the Tribal General Welfare Exclusion Act of 2014. Therefore, this scholarship is not considered taxable income.

### ELIGIBILITY:

- You must be a Citizen of the Gun Lake Tribe;
- 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 Michigan public college/university and you are eligible for the Michigan Indian Tuition Waiver, you must apply for the Michigan Indian Tuition Waiver;
- You must have a signed Higher & Career Tech Education Assistance Contract on file in the Gun Lake Tribe's Education Office;
- 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 Gun Lake Tribe's Education Department within 30 days after funded semester or program ends.

### HOW TO APPLY:

Each new academic year, you must complete and return the following documents to Gun Lake Tribe's Education Department **no later than 60 days after the start of the first day of classes:**

- A completed Higher & Career Tech Education Scholarship Form;
- A Higher & Career Tech Education Scholarship 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;
- An unofficial transcript from previous semester/year of attendance (only if you have received awards in the past from Gun Lake Tribe);
- 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**

The Education Department reviews your application. The Department will:

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

## **NOTIFICATION OF STATUS**

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

## **DISBURSEMENT OF SCHOLARSHIP FUNDS**

The Tribe will issue the award to your institution;

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, fail to enroll, 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 Tribe:

- 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 Tribe.

The Tribe will notify you in writing of arrangements to repay the balance of funds based upon a Certificate of Agreement between you and the Tribe awarding your scholarship or grant you a waiver of repayment based upon mitigating circumstances.

## **RECORDS THAT ARE KEPT FOR THE SCHOLARSHIP PROGRAM**

The Education Department 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 Education Department and Kinomage Committee.

## **APPLICANT APPEAL PROCESS**

An applicant who has been denied funding may file an appeal for reconsideration on his/her behalf. It is to be in writing and addressed to the Kinomage Committee. If the applicant is denied by the Kinomage Committee, he/she has the option of appealing to the Tribal Council, whose decision on the matter is final. Copies of the Kinomage Committee By-laws and Appeals are available upon request.



## HIGHER & CAREER TECH EDUCATION SCHOLARSHIP FORMS CHECKLIST

(For your records. Do not return to Education Department.)

       **FAFSA (Free Application for Federal Student Aid)** **ASAP**  
Fill out completely by using the internet to apply. If you do not have access to the internet, contact the tribal office or your Financial Aid Office for assistance. You will receive a Student Aid Report (SAR), which is a computer-generated form that has all the information from the Financial Aid Form. Once you receive your SAR, check it over to make sure all the information is complete and accurate. Please follow the instructions if changes are necessary to the SAR. This information is needed by your institution to determine your "unmet need."

       **MICHIGAN INDIAN TUITION WAIVER FORM (Michigan Residents Only)** **6 WEEKS PRIOR**  
Fill out and return to the Enrollment Office with a copy of your driver's license or other proof of Michigan residency. Once the Tribe fills out its portion it will be sent to the appropriate office for verification. Once verified, it will be sent to the college where you are enrolled for certification

       **RELEASE OF INFORMATION** **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 Education Department. Once signed, please return it to the Education Department who will submit it to the college with the Student Needs Analysis on your behalf.

       **SCHOLARSHIP APPLICATION** **ASAP**  
Fill out and return to the Education Department so a file may be opened on your behalf.

       **FINANCIAL AID REVIEW FORM** **ASAP**  
Fill out the top portion of the Financial Aid Review Form and submit it to the Financial Aid Officer at the school. They will fill out the bottom portion of the form and return it to the Education Department. When discussing financing options with the Financial Aid Officer, make sure to deny all loans and award that will have to be repaid.

       **ASSISTANCE CONTRACT** **ASAP**  
Read and sign, then return to the Education Department. This is an agreement between yourself and Gun Lake Tribe stating that you will maintain satisfactory progress while attending college and receiving scholarship funds through the Tribe.

       **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**  
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 Education Department for your files.

**Please return your completed application and all required documents to the Education Department 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: [highered@glt-nsn.gov](mailto:highered@glt-nsn.gov)

Mailing Address:

Gun Lake Tribe

Attn: Education Department

2872 Mission Dr.

Shelbyville, MI 49344



2872 Mission Drive, Shelbyville, MI 49344 | {p} 269.397.1780 | [gunlaketribe-nsn.gov](http://gunlaketribe-nsn.gov)

## HIGHER & CAREER TECH EDUCATION SCHOLARSHIP APPLICATION

### APPLICANT INFORMATION

Full Name	Tribal Enrollment Number	Social Security Number	
Permanent Street Address	City	State	Zip
Telephone Number	Email Address	Date of Birth (mm/dd/yyyy)	
Are you a Michigan Resident? (select one)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Gender (select one):	<input type="checkbox"/> Male	<input type="checkbox"/> Female	

### INSTITUTION INFORMATION:

School Attending
Major/Program of Study

**\*If you have received a scholarship from the tribe 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 in order to be eligible for a new scholarship award.**



## HIGHER & CAREER TECH EDUCATION SCHOLARSHIP CONTRACT

This contract is between Gun Lake Tribe and any prospective 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 seek tutoring services provided by the school or training facility if I start experiencing academic difficulties.
- \_\_\_\_\_ 3. I will contact the Education Department 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 Education Department immediately for my file.
- \_\_\_\_\_ 4. I will provide a copy of my unofficial transcript to the Education Department 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.
- \_\_\_\_\_ 5. I will refund an amount, as determined by the Kinomage Committee, of the scholarship received to date back to the Education Department 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 Tribal Council, as the Granting Authority, reserves the right to recapture any funds not used for their intended educational purposes.

As a recipient of an educational scholarship from the Gun Lake Tribe Education Department, I have read and understand the contents of this contract AND acknowledge and accept the above conditions by initiating each numbered condition. ALSO, by signing this contract, I agree to adhere to the conditions set forth.

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Student Signature

Date



## FERPA RELEASE

The Family Education Rights and Privacy Act (known as FERPA) is a federal law that protects the privacy of student education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond high school level. According to FERPA, we are required to get your written consent in order to share any information with anyone other than you. Below is a consent form. Please review and decide with whom, if anyone, we may discuss your student file.

### CONSENT TO RELEASE INFORMATION

#### INDIVIDUAL RELEASE

I, \_\_\_\_\_, give my permission to the Gun Lake Tribe Education Department to release  
Print Name  
information regarding my higher education/career technical training scholarship file to the following individuals: (Please list names)

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Name	Relationship
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Name	Relationship
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#### GUN LAKE TRIBE DEPARTMENT RELEASE

I, \_\_\_\_\_, agree to let the Education Department and other Gun Lake Tribe Departments  
Print Name  
share information regarding my status as a full time student and my grades as it pertains to my application for either department

#### COLLEGE/UNIVERSITY RELEASE

I, \_\_\_\_\_, authorize \_\_\_\_\_ and/or its  
Print Name Name of Institution  
Representative to release any and all information for the purpose of determining my education needs and enrollment status to the Education Department of the Gun Lake Tribe

#### PLEASE INITIAL AS ACCEPTANCE TO DISCUSS YOUR INFORMATION

\_\_\_\_ Financial information, as it pertains to my financial aid package.

\_\_\_\_ Credit Hour information, as it pertains to what classes or the number of credits I am enrolled in.

\_\_\_\_ Grades

Information received by the Education Department will be used solely for scholarship and/or statistical purposes only.

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Student Signature	Date
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## HIGHER & CAREER TECH EDUCATION FINANCIAL AID REVIEW FORM

### APPLICANT INFORMATION (to be filled out by the student)

Full Name	Tribal Enrollment Number	Social Security Number	
Permanent Address	City	State	Zip Code
Home Phone Number	Cell Phone	Email Address	
Academic Institution	Address	Phone Number	

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**

#### 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 Education Department 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	Fax Number
Signature			Date

Please note the address the scholarship check is to be mailed to if different than the address on file with the GLT Enrollment Office:

Attention			
Address	City	State	Zip Code