



## Education Department Higher 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 full payment on behalf of eligible MBPI citizens, to follow a course of study leading to a certificate, associate's, bachelor's, master's or professional degree from an accredited college, university, institute, or trade school.

### **ELIGIBILITY**

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You must be a citizen of the Gun Lake Tribe;

You must be admitted to an institution of higher education that is accredited by a national or regional accrediting agency, is a candidate for accreditation, or is an eligible institution;

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;

If applying to a Michigan public college/university and have 12 consecutive months of residency in Michigan, you must apply for the Michigan Indian Tuition Waiver;

You must have a signed Higher Education/Vocational Training Assistance Contract on file in the Gun Lake Tribe's Higher 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 official grade reports to the Gun Lake Tribe's Higher Education Office within 30 days after funded semester ends;

### **HOW TO APPLY**

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You must have the college/university's Financial Aid Office prepare the Financial Aid Review Form and return it to the Gun Lake Tribe's Higher Education Office along with the following:

- A letter of acceptance from your institution (required only if you are a new, transfer or previously suspended student);
- A completed Gun Lake Tribe Scholarship Application Form;
- A letter stating how the scholarship will help you continue your education;
- A high school transcript or GED certificate (only if you are a new student and a first time scholarship enrollee);
- Grades, transcripts or progress reports from previous semester/year of attendance (only if you have received awards in the past from the Gun Lake Tribe);
- A Higher Education Assistance Contract agreeing to repay the scholarship if you fail to enroll, withdraw or are expelled (unless there are mitigating circumstances);
- A copy of your class schedule for the semester you are applying for;
- A Release of Information Form.

This packet must be submitted to the Tribe within 60 days of the first day of scheduled classes for the semester to be funded. You must submit a new letter of need, class schedule, and Financial Aid Review Form for the second semester.

## **HOW THE APPLICATION IS REVIEWED**

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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.

## **NOTIFICATION OF STATUS**

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The Education Department will inform you and your institution's Financial Aid Office in writing of its approval or denial.

## **OBTAINMENT OF SCHOLARSHIP FUNDS**

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The Tribe will issue the award to your institution's Financial Aid Office;

Your institution's Financial Aid Office will distribute the scholarship money according to its policy on disbursement.

## **IF YOU WITHDRAW FROM SCHOOL**

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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 any 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**

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The Higher Education Office 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 certificates of agreement.

All records are kept confidential and will only be reviewed by the Higher Education Department and the Higher Education Committee.

## **APPLICANT APPEAL PROCESS**

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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 Higher Education Committee. If the applicant is denied by the Higher Education Committee, he/she has the option of appealing to the Tribal Council, whose decision on the matter is final. Copies of the Higher Education Committee By-laws and Appeals are available upon request.



**\_\_\_\_\_ 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. If you do not make any changes, take the SAR to the college. This information is needed by the college to determine your "unmet need" for higher education funds. If you don't complete this form immediately, you will be considered "pending" until completed and the SAR is received by the college. If you don't fill it out at all you will be ineligible for higher education funds.

**\_\_\_\_\_ MICHIGAN INDIAN TUITION WAIVER FORM (Michigan Residents Only)**

**6 WEEKS PRIOR**

Fill out and return to the Higher Education Department 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.

**\_\_\_\_\_ COLLEGE ADMISSIONS APPLICATION**

**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 Higher Education Department for your files.

**\_\_\_\_\_ 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 Higher Education Department. Once signed, please return it to the Higher Education Department who will then submit it to the college with the Student Needs Analysis on your behalf.

**\_\_\_\_\_ SCHOLARSHIP APPLICATION**

**ASAP**

Fill out and return to the Higher Education Department so a file may be opened on your behalf. Once received, a Student Needs Analysis will be submitted to your school's Financial Aid Office.

**\_\_\_\_\_ 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 GLT Education Office. When discussing financing options with the Financial Aid Officer, make sure to deny all loans and awards that will have to be repaid.

**\_\_\_\_\_ ASSISTANCE CONTRACT**

**ASAP**

Read and sign, then return to the Higher Education Department. This is an agreement between yourself and the Gun Lake Tribe stating that you will maintain satisfactory progress while attending college and receiving higher education 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.

**YOU HAVE 60 DAYS AFTER THE START OF YOUR FIRST DAY OF CLASSES  
TO COMPLETE THE APPLICATION PROCESS.**



# Education Department Higher Education Scholarship Application

## APPLICANT INFORMATION

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Full Name  Tribal Enrollment Number  Social Security Number

Permanent Street Address  City  State  Zip Code

Telephone Number  Email Address  Date of Birth (mm/dd/yyyy)

Are you a Michigan Resident?:      Yes      No

Gender:      Male      Female

## INSTITUTION INFORMATION

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School Attending

School Mailing Address  City  State  Zip Code

School Telephone Number  Name of Financial Advisor

Major

Enrollment Status:      Full Time      Part Time

\*If you have received a scholarship in the past year, you **MUST** submit a copy of your report card, or proof from the college where you completed your classes before a new scholarship is awarded. You **MUST** pass all of your classes with a semester GPA of 2.0 or better in order to be eligible for a scholarship for the next semester.



This contract is between the 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)

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- \_\_\_\_\_ 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 Higher 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 Higher Education Department immediately by mail or hand delivery for my file.
  
- \_\_\_\_\_ 4. I will provide a copy of my grade report to the Higher 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 grade report will result in my being ineligible for future Higher Education 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 Education Committee, of the scholarship received to date back to the Higher Education Program 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 Higher Education Program, I have read and understand the contents of this contract AND acknowledge and accept the above conditions by initialing each numbered condition.

ALSO, by signing this contract, I agree to adhere to the conditions set forth.

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Student Signature

Date

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Education Department Signature

Date Received

Please return the signed contract to the Higher Education Department at the address listed below. No student will receive a scholarship without having this form on file in the Higher Education Office for every academic year of enrollment.





Education Department  
**Higher Education Release of Information**

**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.

Now that you are attending college or a vocational education facility, it is your decision whether or not to allow other people to have access to your student information. For instance, we often receive telephone calls from parents asking if a scholarship check was processed.

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.

Sincerely,

Jennie Heeren  
Education Director  
(616) 681-9510  
jpheeren@mbpi.org

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**CONSENT TO RELEASE INFORMATION**

I, \_\_\_\_\_, give my permission to the Gun Lake Tribe Higher Education Office to release information regarding my higher education/vocational training scholarship file to the following individuals:

Please list names:

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Education Department Signature Date



# Education Department Higher Education Financial Aid Review Form

## APPLICANT INFORMATION (TO BE FILLED OUT BY THE STUDENT)

Full Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Permanent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Academic Institute \_\_\_\_\_ 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)

**\*PLEASE FILL OUT FOR THE CURRENT SEMESTER ONLY!**

### APPROVED STUDENT BUDGET

Tuition	\$ _____
Fees	\$ _____
Books	\$ _____
Supplies	\$ _____
Room/Board	\$ _____
Transportation	\$ _____
Personal	\$ _____
Other	\$ _____

TOTAL STUDENT EXPENSE	-	TOTAL RESOURCES	=	UNMET NEED
		(FAFSA- <b>exclude EFC</b> , Awards, Scholarships, etc.)		
\$ _____		\$ _____		\$ _____

## FINANCIAL AID OFFICER

Please note, the Higher Education Department has verified the eligibility of the above student for a Vocational Training Scholarship if financial need can be established.

Printed Name \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note the address the scholarship check is to be mailed to:

Attention \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_