



American Indian Services

POLICIES AND PROCEDURES

I. Student must turn in a complete application by each deadline date.

- A. Scholarship deadline schedule is as follows:
 - 1. *Award I - February 15th*
 - a. Classes that begin in April and May of each year.
 - 2. *Award II - May 15th*
 - a. Classes that begin in June of each year.
 - 3. *Award III - August 15th*
 - a. Classes that begin in August & September of each year.
 - 4. *Award IV - November 15th*
 - a. Classes that begin in January of each year.
- B. AIS strictly adheres to the posted deadlines. NO exceptions will be granted. All application deadlines refer to postmarked deadlines (the day postal service stamps the envelope).
- C. Incomplete applications **will not** be processed.
 - 1. All required documents must be sent by the appropriate deadline.
 - 2. Supporting documents will not be accepted by fax or email.
 - 3. All documents received become property of American Indian Services.
- D. Only one scholarship per applicant will be awarded per deadline date.

II. Eligibility Criteria:

- A. Enrollment in an accredited University, College, Junior College or Technical school.
 - 1. Applicants must be undergraduate students with no more than 150-semester hours or 210-quarter credits at the time of application.
 - 2. Full-time and part-time students, excluding non-credit courses, may apply.
 - a. Full-time status is 12+ credits (semester) and 6+ credits (term).
 - b. Part-time status is 6+ credits (semester).
- B. Proof of Indian Heritage-these can be copies of the original.
 - 1. Certificate of Indian Blood
 - 2. Other official document
 - 3. Parent/Grandparent official document
- C. Students must turn in an official tuition billing statement, from your school, reflecting the semester he/she is applying for. This statement needs to include number of credit hours, full-time/part-time status, semester attending and tuition amount or a letter from your financial aid advisor with the estimated cost of tuition. A statement downloaded from the school's website is acceptable as long as all the required information is included on the statement.
- D. Student must turn in a current official transcript (not downloaded from the internet).
 - 1. Make sure to submit the most up-to-date transcript.
 - 2. High school transcripts will be accepted only for students applying for their first semester of college.
 - 3. Transcripts may be submitted separate from the rest of the application package. The school can mail your transcript directly to American Indian Services, but it must be postmarked by the scholarship deadline.
 - 4. A minimum cumulative GPA of 2.25 is required.

III. Qualified students will be awarded up to one half of tuition only, with a minimum scholarship of \$200.00 and a maximum scholarship of \$1,500.00.

- A. Awards are based on financial need, academic status and funds available.
- B. Funding for awards is provided through charitable donations from independent donors. The amount and number of awards (for each deadline) may be subject to change. Therefore receipt of a scholarship in one term does not guarantee receipt in successive terms.

IV. Applications will be processed within 4 to 6 weeks after the deadline date.

- A. Students will be notified by e-mail that they have been awarded or denied.
- B. Awarded students are required to write thank-you letters to specified donors in the time allotted.
 - 1. Thank-you letters must be returned to AIS' office. They will be forwarded to donors from our office.
 - 2. AIS will include names of donors in student award letter.
 - 3. Thank you letters must be typed, signed, and at least one page in length. (No faxes or emails will be accepted)
- C. All checks will be mailed to the Financial Aid Office of the student's educational institution after AIS receives thank you letters. There are no exceptions to this rule.
- D. If an overaward situation occurs, the Financial Aid Office must return the amount for which the student is ineligible.

V. Funded students who withdraw or drop out of school for any reason, other than a medical release from a doctor, are responsible to repay their award in full before being eligible to receive another award.

VI. Any changes in academic status require notification to American Indian Services immediately. Failure to do so may result in a termination of the scholarship award.

- A. Academic changes include: Change in full-time/part-time status, change in tuition amount, and/or change in school being attended.
- B. These changes can affect the scholarship amount.
- C. Personal changes include: Address change, marital changes, and/or change in name.
 - 1. These changed may be made online under student profile.

VII. AIS reserves the right to award or deny a scholarship on the basis of the stated "Policies and Procedures" established by American Indian Services, according to decisions made by the Executive Committee, or for any reason that we deem necessary.