



American Indian Services

SCHOLARSHIP PROGRAM POLICIES AND PROCEDURES

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I. American Indian Services Scholarships

- a. American Indian Services (AIS) is a non-profit charitable organization located in Lehi, UT that is dedicated to helping American Indian/Alaska Natives have access to a quality education, while still preserving their culture and honoring their heritage.
- b. The AIS Scholarship programs are to help undergraduate Native American/Alaska Native students with financial support to attend a college, university, or trade (technical / vocational) school, maintain enrollment, and graduate. AIS offers two types of scholarships:
 - i. College Scholarship: <https://www.americanindianservices.org/scholarships>
 - ii. Trade Scholarship: <https://www.americanindianservices.org/trade>

II. Guidelines

- a. Before filling out the application, read through all of the requirements carefully to ensure that you are eligible to apply.
- b. Create an account or login to complete the online application. The links to apply/login are on our website: www.americanindianservices.org/apply. We use the SmarterSelect platform
 - i. New applicants: Create an account. Students will need to have their own email account in order to apply. Account logins are based on your email address. It is advised that you use a personal email account instead of your school account, in case you change schools.
 - ii. Re-applicants: Log into your account to apply.
- c. Submit Required Documents. Upload all required documents and SUBMIT the application by the specified deadline.
- d. Submit Thank You Letter. If you are approved for a scholarship, you will need to submit a thank you letter. A link to upload your letter will be provided in the award email.
- e. Follow American Indian Services on Facebook or Instagram for updates.

III. Deadline Schedule

- a. As of January 1, 2025, AIS only has 2 scholarship applications a year:

AWARD NAME	TERM	APP OPENS	DEADLINE
January Award	Winter Qtr/Spring Semester	September 1	November 1
September Award	Fall Semester	May 1	July 1

- b. The award name reflects when the awards will be announced and distributed.



IV. Requirements / Eligibility Criteria

- a. Enrolled or will enroll (as a matriculated student) in a university, college, junior college or trade (technical) school located in the United States (incoming freshman accepted).
- b. Accredited School - school of choice MUST be an accredited school. Check with your school regarding its accreditation. If your school is not accredited by any of the accreditation agencies, it is not eligible.
- c. How to check your school's accreditation (results from the web):
 - i. Look for accreditation details on the school's homepage or "About Us" page.
 - ii. Use the school's search function to find accreditation information.
 - iii. Search "[School Name] accreditation site:.edu" on Google.
 - iv. Go to the U.S. Department of Education's (USDE) College Search page.
 - v. Check the USDE's accreditation database.
 - vi. Find out the region in which the school is located and check regional accreditation.
 - vii. Go to the "Accreditation of Universities in the USA" website to check accreditation in specific subjects.
- d. An enrolled member of a U.S. Federally Recognized American Indian or Alaska Native Tribe/Entity or a direct descendant of a base roll member.
 - i. Contact your tribe or the BIA to find out about enrollment, and/or apply for a Certificate of Degree of Indian Blood.
 - ii. Not eligible: First Nations, State Tribes, Native Hawaiians/Pacific Islanders, Latin Americans, and Non-Natives.
- e. Max credits: no more than 150-semester credits or 210-quarter credits (seeking first bachelor's degree only; graduate students NOT eligible).
- f. Min credits: full-time or part-time status – excluding non-credit courses, taking a minimum of 6 credits per term.
- g. Minimum cumulative GPA of 2.25 must be established and maintained after the first term of college or trade school.
- h. Completed Federal Student Aid (FAFSA).

V. Required Documents

ALL required documents need to be uploaded to the student's application and are due by the deadline. We are NOT accepting emailed, faxed, or hard copy documents from students. Be sure to request your documents early to avoid missing the deadline.

- a. Photo of Applicant: Photo needs to be recent, but it does not have to be professional. The photo will be sent to potential donors who may fund your scholarship and/or used for marketing purposes. Go [here](#) for tips on how to take a great applicant photo.



- i. Not accepted: old, tattered, blurry, filtered photos or a copy of your ID will NOT be accepted.
- b. Proof of Heritage: Proof of Heritage must show that you are an enrolled member of a Federally Recognized Tribe or a direct descendant of a base roll member.
 - i. **Enrolled Member**: Submit a Certificate of Indian Blood or a tribal card. Ask your tribal enrollment office for a statement or you can apply for a Certificate of Degree of Indian Blood from the BIA. Visit [here](#) to find out how to contact your tribe, apply for enrollment, and/or apply for a Certificate of Degree of Indian Blood.
 - ii. **Direct Descendant (Not Enrolled)**: If you are not enrolled but are a descendant, you will need to show proof of enrollment for your direct relative and relation (ie. birth certificate(s)). You can also check with your tribe to see if they will write a letter of descendency.
- c. Student Bio/Essay: The essay will need to be a separate document that you will upload. What's included:
 - i. Tell us about yourself - Introduce yourself, include where you are from and/or something special about where you grew up, experiences with your tribe or how it has influenced you, the challenges you've had to overcome to get you where you are today, what you are studying and why, where you see yourself after graduation and how this scholarship will help you.
 - ii. You do not have to limit your essay to the above, but it does need to be at least one-page in length, 12-point font, and double-spaced.
- d. Statement of Fees/Cost of Attendance: The statement will need to show your school, your name, and the total cost of attendance and financial aid for the term and year you are applying for. Students are able to select on their application to have it submitted by themselves or the school. Below are sample templates the school may use, or they may create their own:
 - i. [Letter of the estimated cost of tuition](#) should state the student's name, the term they are applying for (preferably with the start date), and the estimated cost of tuition for however many credits they plan to take for that term.
 - ii. [Financial Needs Analysis \(FNA\)](#) form in place of a tuition statement. FNA's for organizations other than the school and AIS will not be accepted.
- e. Current Transcript: DO NOT WAIT for final grades to be posted and submit the most current transcript as of today. You don't need to pay for an official transcript. You can submit an unofficial transcript. High school or GED transcripts are acceptable for incoming freshmen in their first two terms ONLY.
- f. Thank You Letter: The thank you letter is only required if your application is approved. You will receive an email notifying you that you have been awarded and include a link to submit your thank you letter. Click [here](#) for tips on how to write a thank you letter.



VI. Application Process

- a. Fill out online application: , upload all required documents and submit a completed application no later than the specified deadline.
 - i. Students have the option to choose on their application that the school submits the cost of attendance (COA) where they enter the school's contact information. The student will still need to complete the rest of the application and submit it. Selecting the school to submit the COA will give them an extended deadline.
- b. It takes about 6 to 8 weeks AFTER the deadline for applications to be evaluated and processed. During this time, please do not call our office to check the status of your application unless there's a change to your school information.
- c. Students will be notified through email (using the email address the student signed up with) if they were approved or denied after all applications have been processed. Be sure to add our email to your safe senders list.
 - i. Once students are notified through email, they can check their status and award amount (if applicable) by logging online to view their application.
- d. Approved applications will require a thank you letter to be submitted before funds are sent (EFT or check) to the student's school.
 - i. We do NOT send scholarship funds directly to the students. We only send them to the school for the students.
- e. Any changes in a student's academic status (ie. going FT to PT) or school, requires IMMEDIATE notification to the AIS Scholarship office. Failure to do so may result in a delay or denial.
- f. Funds being returned:
 - i. In an over award situation, where the student has no need (receives more financial aid than the cost of attendance), the school must return the amount for which the student is ineligible.
 - ii. If the student is below the minimum GPA requirement of 2.25, the school must return the funds unless otherwise instructed by AIS.
 - iii. If a student drops below the minimum 6 credits requirement, they are no longer eligible to receive funding for that term and the school must return funds.
 - iv. 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 apply for another AIS Scholarship.

VII. Scholarship Award

- a. Award amounts are based on need for the term the student is applying for and are allocated directly to the school for the student. Award amounts vary depending on funds available.



- i. College/University Scholarship: \$500-\$2000
 - ii. Trade/Vocational Scholarship: \$2500
- b. The amount and number of awards (for each deadline) may be subject to change. Receipt of a scholarship award in one term does not guarantee receipt of the same amount in successive terms.
- c. Funding for awards is provided through charitable donations and grants from independent donors, foundations, organizations and corporations.

VIII. Volunteer Hours

- a. AIS believes in promoting service to others. In doing so, we highly encourage students to participate in at least 10 hours of community service throughout the term you are awarded. Please share your experience(s) with us in your next application or letter.

IX. Rights Reserved

- a. AIS reserves the right to award or deny a scholarship based on the stated “Policies and Procedures” and requirements posted on our website as established by American Indian Services, per decisions made by the Executive Committee, or for any reason that we deem necessary.

X. Contact Information

American Indian Services
Attn: Scholarship Program
170 Interstate Plz, Ste 200
Lehi, UT 84043

College/University: (801) 375-1777 ext 1002 or scholarship@americanindianservices.org
Trade/Vocational: (801) 375-1777 ext 1011 or trade@americanindianservices.org

