



American Indian Services

POLICIES AND PROCEDURES

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I. Scholarship Deadline Schedule

- A. Student must submit a complete application by the award deadline:

AWARD TYPE:	FOR TERMS STARTING EITHER:	*TERM:	DEADLINE DATE:	APPLICATION OPENS:
I	APR/MAY	Spr Qtr / SU***	February 1st	<i>January 1st</i>
II	JUN/JUL	SU***	April 1st	<i>March 1st</i>
III	AUG/SEP/OCT/NOV	FA / Academic YR**	July 1st	<i>May 1st</i>
IV	DEC/JAN/FEB/MAR	Spr / Win Qtr	November 1st	<i>September 1st</i>

***TERM** meaning - Semester, quarter, or trimester.

****Academic Year Awards:** Starting with Award III 2021, we will start accepting applications for the Academic Year (this typically covers fall to spring, or fall to summer, depending on your school). From now on, you will only need to apply for the academic year under Award III.

*****Summer awards** - You can only be awarded for summer once per year. Students must apply for the deadline that corresponds with the summer start date and not an individual class.

Exception on Deadlines: If your school has two terms that fall under the same award deadline and you are planning to attend both terms, you will be able to apply for the second term under the next award deadline.

Students must re-apply each term they plan to attend school, unless applying for the academic year, including submitting all required documents by the deadline in order to be considered for a scholarship. If you will be applying for the academic year, you will only need to apply for Award III each year.

II. Requirements / Eligibility Criteria:

- A. Enrolled or will enroll as a matriculated student in an ACCREDITED University, College, Junior College or Technical school. Incoming Freshman are also eligible.
- B. At least One-Quarter (1/4) enrolled member of a U.S. Federally Recognized Native American Tribe, or descendant of an enrolled member, with possession of at least one-fourth degree Indian blood. Visit [here](#) to find out how to contact your tribe, apply for enrollment, and/or apply for a Certificate of Degree of Indian Blood.
- C. Undergraduate student with no more than 150 semester credits or 210 quarter credits at the time of application. First bachelor's degree only. *Graduate studies NOT eligible
- D. Full-time and part-time status – excluding non-credit courses (minimum of 6 credits).
- E. Minimum cumulative GPA of 2.25 must be established and maintained after the first term of college. Low GPA requirement waived for incoming freshman. Students will need to raise their GPA in order to be eligible to apply again.



- F. Completed Federal Student Aid ([FAFSA](#))

III. Required Documents:

ALL Required Documents need to be uploaded directly to the application and submitted before the deadline.

- A. Photo of Applicant: Photo needs to be recent. It does not have to be professional, but old, tattered, blurry photos, or a copy of your ID will NOT be accepted. The photo will be sent to potential donors who may fund your scholarship and/or for promotional material. Go [here](#) for tips on how to take a great applicant photo.
- B. Proof of Heritage: Proof of Heritage must show that you are either enrolled or a descendant of a base roll member of a Federally Recognized American Indian or Alaska Native Tribe.
 - 1. For enrolled members, a copy of your enrollment ID or CIB will suffice.
 - 2. If you are not enrolled, but are a descendant of a base roll member, you will need to provide proof of enrollment for your most recent enrolled relative as well as proof of relation.
 - a. Ask your tribal enrollment office for a statement showing enrollment of a base roll member or most recent enrolled relative. This statement should show that they are enrolled and that you are a direct descendant from them.
 - b. If your tribe is unable to do this, you will have to provide a copy of your parent(s)/ancestor(s) enrollment verification and proof of relation through birth certificates or other means.
 - c. A genealogy chart will not be acceptable.
 - 3. Visit [here](#) to find out how to contact your tribe, apply for enrollment, and/or apply for a Certificate of Degree of Indian Blood.
- C. Official Tuition Billing Statement: The statement must reflect the term you are applying for and the tuition amount for that term. If you are unable to get an official tuition statement or are not able to register yet, you may request a letter of estimated cost of tuition from your school. The letter should state your name, the term you are applying for and the estimated cost of tuition for however many credits you plan to take for that term. You may also submit a Financial Need Analysis (FNA) form in place of a tuition statement. Be advised that FNA's are usually filled out for full-time status only. ***We are now accepting tuition statements for the Academic Year. It must clearly show the Academic Year and tuition amount.**
 - 1. When submitting an Academic Year statement, double check that the year is correct. It should list the current year and the next year, NOT the past year and current year. (Example: If the current year is 2020, it should say 2020-2021 or 2020-21. If it's 2019-2020 or 2019-20, it will not be acceptable.)



2. If you are submitting a Financial Aid Package statement, be sure that it also shows the tuition amount for the term or year you are applying for. If it does not show the tuition amount, it will not be acceptable.
 3. The 1098 T form is not an acceptable tuition statement as it is for the previous school year.
- D.** Current Transcript (unofficial acceptable): DO NOT WAIT for final grades to be posted and request the most current transcript as of today. It needs to show cumulative GPA. High School and GED transcripts are acceptable for incoming freshman ONLY.
- E.** Thank You Letter: To show appreciation to the donors for their support to your scholarship, students are required to write a thank you letter when their application is approved. These letters will be put together in a booklet and sent to the donor.
1. Students will receive an award email with guidelines on the thank you letter, the deadline date, as well as the link to submit it online.
 - a. Letters should be addressed to: “Dear AIS Donor” or “Dear Donor” and included the following:
 - i. Introduce yourself (your name, tribe and where you’re from, etc.)
 - ii. Tell of any difficulties and how you have overcome them.
 - iii. The school you are attending and what you are majoring in.
 - iv. Your goals for after graduation.
 - v. Your plan to contribute after graduation.
 - vi. Expressly thank the donor (this can be either at the beginning or the end of the letter, or both).
 - b. End your letter with a salutation and your name.
 - c. Be sure to use grammar and spell check as the letter will be sent to the donor.

IV. Application Process

- A.** Before applying for the scholarship, check to see that you meet ALL of the requirements to ensure you are eligible to apply.
- B.** If this is your first time applying through Smarter Select, you will need to create an account before applying. If you already have an account, you will need to login in order to apply.
- C.** Fill out the online application completely and UPLOAD ALL required documents by the deadline. Late applications and documents **will not** be accepted. Incomplete applications **will not** be processed.



1. Once you submit your application, it will be locked and you will not be able to make any changes. If you need to make a change, contact the Scholarship Department.
 2. You will be notified by email if there is an issue with your application or a document(s) that needs to be updated and resubmitted.
 3. It usually takes about 4 to 6 after the deadline for 'Submitted' applications to be evaluated.
 4. After this time, you will be notified through email if your application is approved or denied. Be sure to add our email to your safe senders list.
 5. If approved, you will be required to write a thank you letter. *(See III.E.Thank You Letter for details).
- D.** Scholarship checks will be mailed to the school, after receipt of the Thank You Letter, and will be held until after the add/drop date.
1. Only one scholarship per award period/term will be granted per applicant. This means, if you were already awarded for summer under Award I, you will not be able to apply for summer again under Award II.
 2. In an over award situation, the school must return the amount for which the student is ineligible.
 3. If the student is below the minimum GPA requirement of 2.25, the school must return the funds unless otherwise instructed by AIS.
 4. 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.
 5. 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.
- V. Any changes in academic status requires notification to the AIS Scholarship Department immediately. Failure to do so may result in a delay or denial.**
- A.** Academic changes include: Change in full-time/part-time status, number of credits, tuition amount, and/or change in school.
 - B.** Students are able to update their personal information by logging in online.
- VI. Qualified students may be awarded a scholarship up to one half of tuition, ranging from \$500 to a maximum of \$2,000.**
- A.** Awards are based on the tuition amount as well as need and funds available.
 1. 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 or the same amount in successive terms.
 - B.** Funding for awards is provided through charitable donations and grants from independent donors, foundations and organizations.



VII. AIS believes in promoting service to others. In doing so, we highly encourage students to participate in at least 20 hours of community service throughout the term you are awarded. Please share your experience(s) with us in your next application or letter.

VIII. 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.

IX. AIS Scholarship Department contact information:

American Indian Services
Attn: Scholarship Department
3115 East Lion Lane, Suite 320
Salt Lake City, UT 84121-3536
(801) 375-1777 ext. 1002
scholarship@americanindianservices.org

