



American Indian Services

POLICIES AND PROCEDURES

I. Student must turn in a completed application by the award deadline.

A. Scholarship deadline schedule is as follows:

<u>Award:</u>	<u>Deadline:</u>	<u>Term Starting:</u>
Award I	February 1 st	Apr / May / Jun
Award II	May 1 st	Jul / Aug / Sep
Award III	August 1 st	Oct / Nov / Dec
Award IV	November 1 st	Jan / Feb / Mar

**Term meaning Semester or Quarter. We go by the Term start date and not by the session or class start date.*

2. Exception on Deadlines...

- a. If a student starts two different terms during the same award deadline, we will only make an exception if the student is applying for both terms. See examples:
 - i. If Fall starts in August and Winter starts in September-
 - If you apply for Fall in Award II, you can apply for Winter in Award III.
 - If you are not attending Fall but are attending Winter, you will need to apply for Winter in Award II.
 - ii. If Winter starts in January and Spring starts in March-
 - If you apply for Winter in Award IV, you can apply for Spring in Award I.
 - If you are not attending Winter but are attending Spring, you will need to apply for Spring in Award II.
 - iii. If Spring starts in Apr/May, Summer starts in June, and Fall starts in Aug/Sep-
 - If you apply for Spring in Award I, you can apply for Summer in Award II.
 - If you apply for Spring for Award I and Summer in Award II, you can apply for Fall in Award III.
 - If you are not attending Spring but are attending Summer and Fall, you will need to apply for Summer in Award I and Fall in Award II.
 - If you are not attending Summer, you will have to apply for Fall in Award II.

B. All required documents must be uploaded, postmarked or hand delivered by the appropriate deadline.

1. Incomplete applications **will not** be processed.
2. APPLICATION DOCUMENTS MAY NOT BE FAXED OR EMAILED.
3. All documents received become property of American Indian Services.

C. Only one scholarship per award period/term will be granted per applicant.

D. Students must re-apply each term/semester they plan to attend school, including submitting all required documents.

II. Eligibility Criteria:

- A. Enrollment as a matriculated student in an accredited University, College, Junior College or Technical school.
- B. At least One-Quarter (1/4) enrolled member of a Federally Recognized Native American Tribe.
- C. Applicant must be working on their first undergraduate degree with no more than 150-semester or 210-quarter credits at the time of application.
- D. Full-time (12+ semester/quarter and 6+ term credits) and part-time (6-11 semester/quarter credits) students, excluding non-credit courses, may apply.
- E. Minimum cumulative GPA of 2.25 must be established and maintained after the first term/semester of college.
- F. Completed Free Application for Federal Student Aid (FAFSA).
<https://fafsa.ed.gov>

III. Required Documents:

- A. Photo of Applicant: Needs to be a recent photo. It does not have to be professional, but it has to be a clear picture. Old / tattered / blurry photos, or photocopies will not be accepted. The photo will be sent to potential donors who might fund your scholarship.
- B. Biographical Letter: specify your tribe, where you are from, Your school and your area of study. Describe educational goals and future plans. Explain why you feel you need this scholarship. ***Letters should be 12-point font, double-spaced, and at least one full page, but no more than 500 words.***
 1. Letter may be bypassed if letter on file is dated within last 12 months of application deadline.
- C. Proof of Indian Heritage and Blood Quantum
 1. Certificate of Indian Blood (CIB) or Tribal Card (a clear copy of either will be accepted).
 - a. Proof of heritage must show blood quantum.
 - b. If you do not have a certificate, you can apply with the Bureau of Indian Affairs to get one:
<https://www.bia.gov/cs/groups/xraca/documents/text/idc1-029262.pdf>
- D. Official Tuition Billing Statement or Financial Need Analysis stating the cost of tuition for the semester you are applying for and not the academic year. If you are unable to get one, a letter from your financial aid adviser with the estimated cost of tuition will suffice. Generic statements will not be accepted.
<https://www.americanindianservices.org/wp-content/uploads/2017/07/AIS-FNA-Form.pdf>
- E. Current Official Transcript ****Mail only***
 1. Unofficial or e-trans/eScrip not acceptable.
 2. High school transcript acceptable for students applying for first term/semester of college. For Award II, if you are not able to get one until after graduation, we will accept it right after you graduate.
 3. Official transcript may be bypassed if accepted official college transcript on file is dated within last 12 months of application deadline.
 4. The school can mail the transcript directly to AIS or it can be sent by the student.
 5. A minimum cumulative GPA of 2.25 must be established and maintained after the first term/semester of college.

- IV. Qualified students may be awarded up to one half of tuition, ranging from \$500 up to a maximum scholarship of \$2,000.**
- A.** Awards are based on financial need, academic status and funds available.
 - 1. 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 or the same amount in successive terms.
 - B.** Funding for awards are provided through charitable donations from independent donors.
 - 1. Awarded students are required to write thank-you letters to donors before checks are mailed out to the schools. See award emails for more details on thank you letters.
 - a. Letters should be typed, 12-point font and at least one full page in length, but no more than 500 words.
 - b. Upload/mail letters to the AIS office for distribution to donors.
- V. Applications will be processed within 6 to 8 weeks after the deadline date.**
- A.** Students may check the status of their application by logging in on our website.
 - B.** Students will be notified by e-mail that they have been awarded or denied.
 - C.** Checks will be mailed to the schools after receipt of the Thank You Letter.
 - D.** In an over award situation, the school must return the amount for which the student is ineligible.
 - E.** If a student drops below the minimum 6 credits requirement, they are no longer eligible to receive funding for that semester and the school must return funds.
 - F.** 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 requires notification to American Indian Services immediately. Failure to do so may result in a delay or termination of the scholarship award.**
- 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 and going to 'My Profile'.
- VII. AIS believes in promoting service to others. In doing so, we encourage students to participate in at least 10 hours of community service throughout the semester you are awarded. Please share your experience(s) with us in your next personal statement or letter.**
- VIII. AIS reserves the right to award or deny a scholarship based on the stated "Policies and Procedures" established by American Indian Services, per decisions made by the Executive Committee, or for any reason that we deem necessary.**