



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>Semester or Quarter Starting either:</u>
Award I	February 1 st	Apr / May
Award II	April 1 st	Jun / Jul
Award III	June 1 st	Aug / Sep / Oct / Nov
Award IV	October 1 st	Dec / Jan / Feb / Mar

**Awards open the day after the last deadline date.*

2. Exceptions on Deadlines:

- a. Students attending schools with Quarters and not Tri/Semesters. If a student starts two different quarters during the same award deadline, we will only make an exception if the student is applying for both quarters.....(INSERT EXAMPLES)

B. All required documents must be uploaded (preferred), postmarked and/or hand delivered by the appropriate deadline. After the deadline, the upload option will not be available and all documents received will be marked late. (NEED TO UPDATE)

1. Incomplete applications **will not** be processed. (NEED TO UPDATE)
2. Faxed or emailed documents: (NEED TO UPDATE)
 - a. Official Tuition Statement- Your school can email or fax your tuition statement or acceptable alternative form directly to the scholarship email.
 - b. Official Transcript- You can order eScripts/eTrans to be emailed directly to our office at transcripts@americanindiaservices.org.
3. All documents received become the 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 by the deadline in order to be considered for a scholarship.

II. Eligibility Criteria:

- A. Enrollment 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 Federally Recognized Native American Indian Tribe. Must provide proof of blood quantum.
- 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 and part-time students, excluding non-credit courses, may apply. Minimum of 6 credits.
- E. Minimum cumulative GPA of 2.25 must be established and maintained after the first term/semester of college. Students are allowed a one-time exception for low GPA. Otherwise, you will need to raise your GPA in order to be eligible to apply again.

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 may fund your scholarship. *Only required when you first apply.

- B. Biographical Letter:** Introduce yourself, 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 1,000 words.***
1. Letter may be bypassed if acceptable letter on file is dated within one year of the deadline you are applying for.
- 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). *Only required when you first apply.
 - 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>
 2. Other Proof of Heritage
 - a. If you are not able to get a certificate, but are at least one-quarter, you can provide proof that your parent is at least half and what tribe they are from, along with a birth certificate showing your relation to them.
- 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 school with the estimated cost of tuition for however many credits you plan to take will suffice. Generic statements will not be accepted. You may also take a screenshot of your student account showing the web address, your name, semester and tuition for that semester.
- E. Official Transcript (most current)**
1. Unofficial transcripts or copies are not acceptable
 2. eTrans / eScript Transcripts acceptable. Must be sent directly to scholarship@americanindianservices.org and not forwarded from student.
 3. High school transcript acceptable for incoming freshman only.
 4. The school can mail the transcript directly to AIS or it can be sent by the student. If you will be sending the Official Transcript yourself, be sure not to open the sealed envelope you get from the school.
 5. Official Transcript may be bypassed if accepted official college transcript on file is dated within one year of the deadline you are applying for.
- IV. 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. Please do not call our office to check your status, unless there's a change to your school information.
 - B.** Students will be notified through e-mail that they have been awarded or denied. Be sure your email online is correct. Add our email to your safe senders list.
 - C.** 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.
 - D.** In an over award situation, the school must return the amount for which the student is ineligible.
 - E.** If the student is below the minimum GPA requirement of 2.25, the school must return the funds unless otherwise instructed by AIS.
 - F.** 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.
 - G.** 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.

- 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 and going to 'My Profile'.
- 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, merit 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 are provided through charitable donations from independent donors and foundations.
 - 1. Awarded students are required to write a thank-you letter to donors before scholarship checks are mailed out to the schools. See award emails for guidelines and deadline on thank you letters.
 - a. Letters should be typed, 12-point font and at least one full page in length (excluding address), but no more than 500 words.
 - b. Mail thank you letter to the AIS office for distribution to donors.
- 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" 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.**