



# American Indian Services

## POLICIES AND PROCEDURES

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

#### A. Scholarship Deadline Schedule:

<b>AWARD TYPE:</b>	<b>FOR TERMS STARTING EITHER:</b>	<b>TERM:</b>	<b>DEADLINE DATE:</b>	<b>APPLICATION OPENS:</b>
I	APR/MAY	Spr Qtr / SU**	<b>February 1st</b>	<i>October 15th</i>
II	JUN/JUL	SU**	<b>April 1st</b>	<i>February 15th</i>
III	AUG/SEP/OCT/NOV	FA / Academic YR*	<b>June 1st</b>	<i>April 15th</i>
IV	DEC/JAN/FEB/MAR	Spr / Win Qtr	<b>October 1st</b>	<i>June 15th</i>

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

\*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.

\*\*UPDATE: As of December 1, 2020, we will start awarding for the Academic Year (this typically covers fall to spring, or fall to summer, depending on your school).

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.

**B. ALL** required documents must be uploaded to the student's application by the deadline. Late applications and documents **will not** be accepted. Incomplete applications **will not** be processed.

1. All documents received become the property of American Indian Services.

**C.** 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.

**D.** Students must re-apply each term they plan to attend school, 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:

- 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 at least one-quarter and enrolled in a Federally Recognized Native American Tribe (some tribes require at least one-quarter to be enrolled, so you will only need proof of enrollment if they do). If you are a descendant of an enrolled member, and you have possession of at least one-fourth degree Indian blood, you will need to provide proof of enrollment for your relative, and that they are at least half, as well as proof of relation.
  - 1. If your document does not show blood quantum, and your tribe does not require a certain amount to be enrolled, ask your tribal enrollment office for a statement, or you can apply for a Certificate of Degree of Indian Blood from the Bureau of Indian Affairs (bia.gov). 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: Thank you letters are only due if you are approved for a scholarship. Students will receive award emails stating instructions for the thank you letter. Letters should be addressed to: Dear AIS Donor or Dear Donor. Introduce yourself, and tell of your educational goals and future plans. Be sure to thank the donor. ***\*Letters should be 12-point font, double-spaced, and at least one full page, but no more than 500 words.***
    1. Students are only required to write a thank you letter to the donor once their application is approved.
      - a. An award email will be sent to the email address on file. The deadline for the thank you letter will be included in the award email.
      - b. Letters should be typed, 12-point font and at least one full page in length (excluding address), but no more than 1,000 words.
      - c. Email the thank you letter to: [letters@americanindianservices.org](mailto:letters@americanindianservices.org) for distribution to donors.

**IV. Applications will take up to 6 to 8 weeks after the deadline to be processed.**

- 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 term 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 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 are 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 10 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