**OMAHA TRIBE OF NEBRASKA**

**HIGHER EDUCATION PROGRAM**

**Program Info**

The Omaha Tribe of Nebraska will administer the Higher Education Program to eligible Omaha Indian Students according to the following guidelines. The Education Department will work strictly with students, and due to the Privacy Act no Information can be given without the student’s written consent. All applications must be dated and signed and are considered incomplete until all required supporting documentation is received. Maximum are cumulative across the CTGP Higher Ed. Programs.

* Part-time undergraduate students with an unmet need, as determined by their college/university financial aid officer, will be funded for books, tuition and fees, only.
* Full-time undergraduate students with an unmet need, as determined by the college/university financial aid officer, may be funded up to the maximum amount.
* Applications received after the deadline, will not receive priority in funding, but may be funded if funds are still available. Applications will be accepted until all program funds are exhausted for the year.

Priority will be given to Junior and Senior students, with a completed file before or on the deadline date. Part-time students will be funded for books, tuition, and fees providing that the student is in financial need for these costs.

Under documented circumstances, it can be up the discretion of the Chief of Tribal Operations and Program Director to determine the student’s need, such as any component of the student’s need for these cost.

**Eligibility**

* An enrolled member of the Omaha Tribe or at least one-fourth degree Indian blood descendant of a member of the Omaha Tribe, the responsibility of determining an applicant’s degree of Indian blood for eligibility shall be the Omaha Tribe with concurrence of the Tribal enrollment or by adding the cumulative total of Indian Blood using the student’s CDIB’s.
* Have a letter of acceptance or be enrolled at least half-time (six hours) in a program leading to a degree or eligible certificate program. Current students must be in good academic standing and maintain the academic requirement of z 2.0 GPA.
* Undergraduate applicants will be funded on the first come, first serve basis upon a completed financial aid package being received.

**Deadlines**

The CTPG Higher Ed. Application should be received and completed in the Higher Ed Office no late than:

1. July 31 for students attending 1st semester on the full-year
2. November 15, for students beginning the 2nd semester.
3. No funds for Summer school.

A completed financial aid package consists of:

1. A CTGP Higher Education Application on file
2. Letter of acceptance from the College/University
3. Needs Analysis completed by the College/University, financial aid officer
4. If a continuing student, an official grade transcript from the previous semester, showing satisfactory progress.
5. A copy of the Student Aid Report (FAFSA)

Student must re-apply each year for a grant. If funds become limited in order that the Tribe cannot fund each student applicant, then following priority shall apply.

1. Attending the Nebraska Indian community College
2. On-reservation students
3. Off-reservation students

Procedures

The staff will review applications within 5 business days of receipt. A notification of incomplete application will be sent informing the applicant of any missing application documentation or an acknowledgement of complete application status will be sent, preferably via email. The application file will be noted anytime there is phone contact, email or in-person contact. A notice of award will be sent with the award information to the student once awards are made. If funding is no longer available, student will receive a notice letting them know funds have been exhausted. See Appendix A of the Higher Education Policy for a copy of the following forms that will be utilized by the Higher Ed. Program:

* Omaha Tribe Higher Ed Application
* Consent for Release of Information Form
* Applicant Checklist
* Notification of Incomplete Application
* Acknowledgement of Completed Application
* Award Letter
* Notification of Funding Denial
* Academic Probation Letter
* Academic Suspension Letter
* Reinstatement Letter
* Office Checklist and Communication Record

Academic Requirements

The following requirement for academic program will be used to determine continuation of funding under the Omaha Tribal Scholarship Program.

1. Freshmen – in their first semester who do not meet the minimum requirements of 12 credit hours with a G.P.A. OF 1.8 or better, will be funded on academic probation during the next term. Freshmen on academic probation from the first term must meet the minimum requirements of 2.0 G.P.A. and earn 12 credit hours in the second semester.
2. Sophomores, Juniors, and Seniors – must earn and maintain a minimum of 2.0 G.P.A. OF recommended 15 credit hours, as a minimum. Students attending colleges that are on quarter system will be funded for 3 quarters only per year, but will earn 24 credit hours for 3 quarters.

Academic Probation and Suspension

1. All students will be required to submit an official grade transcript after each term to the Tribal Higher Education Office for our review before a check will be processed for the next term. THIS IS THE STUDENTS RESONSBILITY.
2. Freshmen in their first term on a semester/quarter system who do not meet the minimum requirements of 12 credit hours with a G.P.A. OF 1.8 or better, will be funded on academic probation during the next term. Sophomores, Juniors, and Seniors who do not meet the minimum requirements of 12 credit hours per semester and a G.P.A. of 2.0 or better will be funded on academic probation during the next term.
3. All students on academic probation must meet the minimum requirements of 2.0 G.P.A. and earn 12 credit hours in the second term. Failure to do so will result in immediate suspension from the program.
4. Once student’s Higher Education Scholarship has been suspended the students will not be considered for future funding until the student applies through other funding sources, earns a minimum of 12 credit hours or equivalent with a 2.0 G.P.A. for the term for the college/university in which he/she is attending.
5. After a student reinstates his/her tribal funding, he/she will continue to be eligible for funding as long as he/she maintains the academics requirements stipulated by the program, providing funds are available.
6. After as student reinstates in the program, he/she will be required to maintain the 2.0 G.P.A. and 12 credit hours per semester standard. If he students fail to maintain this requirement the student will be permanently suspended from the program.
7. Appeal process: Student’s that are dissatisfied with their status of their scholarship or status with the Program can give a written concern/complaint to the CTO of the tribal programs. The CTO will investigate the situation and determine if the concern/complaint has merit. All information will be reviewed by the CTO in order to make fair decision.

Notice of Award

1. The Omaha Tribal Education office shall notify all applicants in writing, as to the approval or disapproval of the application.
2. Payments shall be made to the financial aid office at the institution in care of the student.
3. The college should deduct the necessary fees.
4. Under no circumstances shall the institution advance the full award to the students without prior authorization from the Omaha Tribal Education Department.
5. The financial aid office will determine the student’s unmet need, according to their education cost and total resources. If funds are sufficient the full-time students will be awarded a scholarship per academic year and part-time students will be funded for tuition, books and fees providing that the financial aid officer determines that the student us in financial need for these costs.

Administration Specifics

The program staff will:

1. Process all applications for the Higher Education Scholarship Program.
2. Determine how much each student will receive for each semester/quarter, depending

 upon the funds available.

1. Communicate with students and colleges in reference to needs assessments, grade

 transcripts and special problems.

1. Review all grade transcripts at the end of each term to assure compliance with grade

 requirements.

1. Inform students and colleges of the following:
2. Non-compliance of grade requirements according to guidelines
3. Approved grants and process notice of awards and process for payment.
4. Conduct meetings as needed with:
5. Public school’s counselors and principals, keeping them informed about the scholarship grant program and provide them with application forms handout materials, etc.
6. Make I campus visits to Universities/Colleges to explain the criteria of the Omaha

 Tribe’s Scholarship program, provide them with the University/College. (Written

 Consent from student)

**Fair and Uniform Services**

The Omaha Tribe shall provide services under this program in a fair and uniform manner and shall provide access to an administrative or judicial body empowered to adjudicate or otherwise resolve complaints, claims, and grievances brought by program beneficiaries against the Omaha Tribe arising out of the performance of the program.

**Appeal Process**

The Omaha Tribe shall be responsible for receiving and considering all written requests and written complaints regarding services provided by any CTGP Program and taking appropriate corrective action(s). Any such matters received by the Omaha Tribe shall be referred to the Department Head. The Program Director will have 10 days to resolve the request/complaint.

Any Community Members not satisfied with the Program Director’s response may submit a written appeal/complaint/request to the Chief Tribal Officer within 10 working days of the Program Director’s decision or non-response to their written request/complaint/appeal. The CTO will gather all pertinent information, the program contract, Section 108, Annual Funding Agreement as well as copies of any federal regulations that apply to the program to investigate the matter. The CTO will issue a written decision within 10 working days of receipt of appeal.