

CAREER AND TECHNICAL EDUCATION SCHOLARSHIP POLICY



CITIZEN POTAWATOMI NATION
DEPARTMENT OF EDUCATION

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SCHOLARSHIP ELIGIBILITY

1. Students must be a current CPN tribal member.
 - a. No pending tribal members can receive a scholarship. Once they have been approved and membership been granted, they can begin applying for scholarships pertaining to any semester after tribal enrollment has been completed.
2. Students must be pursuing a certificate or license at an accredited institution.
 - a. Programs and institutions must be accredited by accrediting agencies recognized by the United States Department of Education. The CPN Department of Education reserves the right to investigate programs and institutions to verify their accreditation and standing in their industry. Programs that are not accredited or guaranteed to lead to an industry-recognized certification or license will not be funded.
 - b. If a student has not received funding for a college or university scholarship, they are guaranteed funding for one certificate or license. Anything beyond that is subject to additional scrutiny by a scholarship committee, and programs might be denied. Students must be pursuing programs that support their self-sufficiency.
 - c. Students may not receive career and technical education funding concurrent with college and university funding. If a student is enrolled in programs of both types, they are limited to one source of funding at a time.
3. Students must maintain a 2.5 or above GPA.
 - a. To prove eligibility, students must upload a grade document that demonstrates a current, cumulative or semester GPA at a high school or higher education institution showing a GPA of 2.5 or above on a 4.0 scale.
 - b. The grade document must show grades for the most recent semester. If the student has received funding in the past, either for the CTE scholarship or the college and university scholarship, the grade document must show grades from the most recently awarded semester.
 - c. Any letter grade other than an W, AW, F, D, C, B, A, must be clarified by the institution for the grade document to be approved by the Department of Education.
 - d. If a student's institution uses a scale other than 4.0, the GPA will be converted to a 4.0 scale by the institution before student's eligibility is considered.
 - e. If an institution does not provide a GPA, a student must provide documentation demonstrating good standing and progress at their institution.
 - f. If a student takes all pass/fail courses and does not receive a GPA for any given funded semester, they must pass 2/3 or equivalent of their classes per semester.
4. Students must demonstrate progress towards a concrete educational goal.
 - a. The certificate or license a student wishes to pursue must relate to a career goal or otherwise be essential to supporting the tribal member's path towards self-sufficiency.

FULL-TIME/PART-TIME STATUS

1. A student's status will be determined based on an uploaded schedule to the scholarship application from the institution for the semester for which they are applying.
 - a. If a student's institution uses credit hours that align with the college and university understanding of credits, then 12 or more credit hours are necessary to be considered full time.
 - b. If an institution uses a different metric for student course load or seat time, a school's registrar may produce an enrollment verification form. If a program is not a conventional career and technical education institution, full-time students must attend 30 hours per week. For institutions that offer enrollment verification forms, the department goes by those forms if there is a conflict. Verification will need to be provided to be considered full-time.
 - c. Because self-paced coursework is self-paced and FT/PT status can't be determined, those programs are not eligible for funding.
2. If a student withdraws from courses and changes their status after being awarded the CTE or College and University scholarship, they will be required to pay back the difference incurred by the change in status. Please see Owing Back Funding for more details about this policy.

SCHOLARSHIP APPLICATION POLICIES

1. Prospective students must complete an online application at portal.potawatomi.org. For programs that run multiple semesters or terms, students must apply for each term they would like to receive funding for.
2. Only students currently on the CPN Tribal Rolls will be eligible for the scholarship; pending applications will not be considered.
3. Students who will be receiving the scholarship should create and manage their own portal profile. The CPN correspondence sent out by the Department of Education is intended to be received by the student. If someone other than the student applies for the Tribal Scholarship, and the name listed on the uploaded documents does not match the name on the account, the application will be rejected and the student will be required to apply under their own account.
4. Students will be required to provide two documents when applying for the scholarship. Documents must be a .PDF, .JPEG, or .PNG non-editable file type and be under 3 MB each. All information requested must be in the same file/document. Multiple screenshots/files will not be admissible. The two required documents are:
 - a. Unofficial transcript, which includes their full name, cumulative GPA, and institution. If a student has received the Tribal Scholarship in the past, the transcript must include the grades from the most recent scholarship received or else the application will be considered INCOMPLETE, and further documentation will need to be provided by the student before the scholarship deadline passes. First time applicants may use a high school transcript.

- b. Class schedule, which includes their full name, institution, and enrolled courses for the semester they are applying for. The class schedule must show the number of credits for each course or the institution's equivalent metric.
5. Students applying for the Career and Technical Education scholarship must submit writing in their own words that explains why they would like tribal funding for their chosen program. If the department feels the rationale is weak or that the student did not write what was submitted, they will ask follow up questions. Applications may be rejected if the committee determines that a program does not support a student's ability to become self-sufficient.
6. Students must apply before classes start for their desired program. Funding is not a guarantee. The scholarship may not be used to reimburse students for courses or programs that they have already completed. The student is responsible for applying in a timely manner, and the department cannot ensure payment in advance of the student owing an institution after enrolling.
7. With all documents and statements provided by students, the Department of Education reserves the right to ask follow up questions and to see additional documentation. Refusal to answer additional questions or submit additional documentation within 14 days of being notified of an incomplete application can result in your application being rejected.
8. The CPN Department of Education will notify students if the documentation they submitted with their application does not have all required information. Students then have two weeks from the date of notice to submit all required documentation. If the department does not get documents in this time, the scholarship application will be rejected. If a student has not completed their program, they may reapply with the updated documents.

APPEALS

Students who experience special circumstances may appeal a scholarship rejection. Only the scholarship applicant can appeal: no one can appeal on behalf of the student. Students who wish to appeal must:

1. Contact the Citizen Potawatomi Nation Department of Education and explain why they would like to appeal.
2. Provide an explanation of the program they wish to pursue, why it is the best fit, and address the reason for the rejection.
3. Students must submit appeals no later than two weeks after they receive notice of a rejected application. No late appeals will be considered.
4. A Citizen Potawatomi Nation Scholarship Committee will consider and review each appeal and provide a final decision.
5. Students will be notified of a decision via email.

Students may only be granted one appeal by the Department of Education for decisions regarding the career and technical education scholarship.

OWING BACK FUNDING

1. If a student changes status, either drops classes or drops out of the program, after being awarded a college and university or career and technical education scholarship, they will be required to pay back the difference incurred by the change in status.
 - a. Students who drop from full-time to part-time must pay back the difference between a full-time award and a part-time award (\$1,250).
 - b. Students who drop all courses after receiving a full-time award must pay back \$2,000.
 - c. Students who drop all courses after receiving a part-time scholarship must pay back \$750.
2. Students will receive an emailed invoice to the email address on file with the amount owed and explanation of next steps.
 - a. Invoices remain on a student's account with the tribal finance department until the balance has been paid.
3. Any student who owes funding from a status change is not eligible to receive additional scholarship funding from the CPN Department of Education or Workforce and Social Services until they have paid the balance they owe in full.
 - a. If a student withdraws from courses before the scholarship funding has been applied, students may mail back the check.
 - b. If the scholarship check has already been cashed, the CPN Department of Education will automatically reduce the next scholarship amount by the balance owed.
 - c. Should the student not attend the following semester, the student is responsible for paying the owed amount directly back to CPN.

RETURNED SCHOLARSHIPS AND REISSUES

1. Reissuing a scholarship check
 - a. After four weeks have passed from the initial mailed date, the CPN accounting department will verify that the check has not been cashed. If it has not been cashed, they will stop payment and can reissue the check. The address, and any other relevant information, must be confirmed by the student before the new check is mailed.
2. Returned scholarship checks
 - a. If a scholarship check is returned due to a bad address or other reasons, the CPN Department of Education will contact the student to verify all the information is correct and mail out the check again.
3. The CPN Accounting Department provides annual reports listing students who have not cashed their tribal scholarship checks. The CPN Department of Education makes every effort to contact all students listed to discuss why the check has not been cashed and request a reissue where appropriate. However, the CPN Department of

Education will not provide a reissue for any checks more than a year after the check date has passed.

TRIBAL ROLLS INFORMATION

1. Students must be a current CPN tribal member to be eligible to receive the CPN career and technical education assistance.
 - a. No pending tribal members can receive a scholarship. Once they have been approved and membership granted, they can begin applying for the scholarships pertaining to any semester after a tribal enrollment has been completed.
2. Since the CPN Education Portal is linked to the Tribal Rolls database, the name used for the scholarship must correspond to the name on the rolls.
 - a. To change their name, a student must contact Tribal Rolls department at (405) 878-5835 and submit a request. Students may also update their Tribal Rolls information through the Portal.
 - b. Once the name has been changed, a student should contact the Department of Education and notify them, either in writing or over the phone, at education@potawatomi.org or (405) 695-6028.

SCHOLARSHIP PRIVACY

1. The CPN Department of Education promotes individual responsibility by encouraging students to manage their own scholarship applications and awards. However, in some instances, a student may choose to share scholarship information with someone else.
2. The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents the right to review their child's education records and to request changes under limited circumstances. However, when a student turns 18 years old OR enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. In compliance with this law, students must grant authorization for anyone other than themselves to access their scholarship information.
3. If a student would like to grant access to their academic records, they must list the individual on the scholarship application. As always, CPN respects a student's confidentiality. Specific details will be asked to verify the identity of the person calling. If someone who is not listed on the application tries to access a student's academic records, the CPN Department of Education will not release any information to them.

TERMS AND CONDITIONS

Student Status Change

I understand that my scholarship amount is determined by my student status. Should any changes occur to my full-time or part-time status, I will notify the CPN Department of Education immediately, as this may affect my funding amount. I understand that as

the CPN Department of Education reviews each new application, they will compare its information to that which was submitted along with the previous application to ensure that I have completed the semester with the same status. I am aware that if I drop from full-time to part-time status or if I withdraw from all courses, I will be required to pay back the difference in funding before another scholarship award can be granted.

Application Submission

I understand that an automatic email will be sent to the email address listed on my account when my application has been submitted. I understand that this email serves as the only acceptable proof of submission. If I do not receive an automatic confirmation email, I understand that my submission has not been received by the CPN Department of Education and therefore will not be reviewed or awarded. If I experience any technical difficulty or if I have any doubt of my submission, I will contact the CPN Department of Education immediately because I understand that it is my responsibility to ensure my application has been submitted.

Incomplete Applications

I understand that once my application is submitted through the online portal, the CPN Department of Education will review the application and documents submitted and notify me via email if my application is incomplete. I understand it is my responsibility to get missing documents to the CPN Department of Education within two weeks of being told my documents are incomplete.

Scholarship Checks

I understand that by default, all scholarships are awarded in both the name of the school I am attending and my name, and I must work with my institution to disburse my funding. I understand that to have the scholarship made directly to me only or the school only, I must identify this on the scholarship application and provide the requested documentation. I understand that failure to comply with these terms will result in the scholarship being made out to the school and my name and that I cannot cash the scholarship at any place other than my school.

Institution

I understand that I am only eligible to receive a scholarship award if I am attending an accredited institution as determined by the U.S. Department of Education and the CPN Department of Education. I also understand that in order to be eligible, I must be pursuing a license or certificate. I understand that graduate-level certificates are not eligible. Submitting information that does not comply with the policies listed above will result in the denial of my scholarship application. Furthermore, I understand that if I am awarded a scholarship and the information I provided is later found not to be in accordance with these policies, I will be required to return the funding.

Outside Aid

I understand that it is my responsibility to report all outside aid (including the Citizen Potawatomi Nation Tribal Scholarship) to my institution, and failure to do so can be considered financial aid fraud. According to the federal student aid guidance provided

at FAFSA.gov, “A scholarship will affect your other student aid because all your student aid added together can’t be more than your cost of attendance at your college or career school. So, you’ll need to let your school know if you’ve been awarded a scholarship so that the financial aid office can subtract that amount from your cost of attendance (and from certain other aid, such as loans, that you might have been offered). Then, any amount left can be covered by other financial aid for which you’re eligible. Questions? Ask your financial aid office.”

Falsifying or Misleading Documents

I confirm the documentation I submitted for the CPN Tribal Scholarship is true and accurate to the best of my knowledge. I understand that if it is discovered that falsified or misleading documents were submitted, I may forfeit the current scholarship, as well as future scholarships.

CPN Reserved Rights

I understand that the Citizen Potawatomi Nation Department of Education reserves the right to request official transcripts and/or Family and Educational Rights and Privacy Act (FERPA) access as a condition of scholarship receipt. Such a request will be made when the department sees a need to confirm information provided by the student.