PENOBSCOT NATION HIGHER EDUCATION COMMITTEE
Dept. of Education & Career Services, 12 Wabanaki Way, Indian Island, ME 04468
Phone: (207) 817-7348 Fax Number: (207) 817-7369 E-mail: PNHEC@penobscotnation.org

APPLICATION PROCEDURE FOR HIGHER EDUCATION PROGRAMS

Please read this carefully as certain things have changed.

When applying for scholarship assistance from the Penobscot Nation Higher Education Committee (PNHEC), please follow the application procedure that is explained below. By doing so, you will help to avoid unnecessary delays that can result in funding ineligibility.

**Step #1 Application:** Fill out the PNHEC Application form completely. Your application will be returned to you if there is any information missing. Return only the application to the PNHEC – do not return the Needs Analysis form with the application. First time applicants and continuing students who were not funded during the previous semester must also submit a copy of their letter of acceptance from their school or some other form of enrollment verification. All students must submit a copy of your course schedule, each semester, showing credit hours. Students who are applying for funding for four (4) and two (2) year degree programs, and certain training programs must complete the Scholarship Application. Students who are applying for funding for Master’s level degree and higher (postgraduate) must complete the Fellowship Application.

- Fellowship applications (Postgraduate) do not need to complete the Needs Analysis Form. (See the reverse side of this document for the Fellowship Application checklist).
- If you are applying for books and supplies only, you do not need to submit a Needs Analysis Form.
- Students must submit an unofficial copy of their transcripts or certificates earned each semester. Grades must be received before further funding can be released.

**Step #2 Financial Aid:** You must apply for financial aid through the school that you will be attending (if there is aid available for the program you will be enrolled in). Contact the Financial Aid Office at the institution you will be attending to get all of the necessary forms and to find out what their deadlines are. Scholarships granted by the PNHEC are supplemental only. Please note that campus based financial aid must be applied for every year. You can apply for financial aid at FAFSA.gov, or contact your schools financial aid office - it is recommended to apply early!

**Step #3 Needs Analysis and Additional Documentation:** Complete the first section of the PNHEC Needs Analysis Form, which is attached to the application, making sure that you sign it in the space provided. After you have done this, forward the form to the Financial Aid Office at the school you will be attending so they can complete the second section. Do not return the form to the PNHEC or it will be returned to you. Your school will not be able to complete this until they have the results of your application for financial aid (see Step #2). It is the applicant’s responsibility to make sure that the school returns this form to the PNHEC by the deadline. Students are strongly encouraged to follow-up with their Financial Aid office to make sure the Needs Analysis Form has been completed and forwarded to the PNHEC. No funding, with the exception of books and supplies, will be granted unless this form has been received by the deadline. Students requesting assistance with unmet tuition expenses must provide a detailed copy of a student bill before tuition payments will be sent. Students applying for the stipend must also submit verification of all household income and meet income eligibility guidelines. Students will not be awarded both tuition assistance and a stipend.

**APPLICATION DEADLINES**

Complete applications must be received by the following deadlines:

- Fall Semester: **July 15th**
- Spring Semester: **November 15th**
- Summer Session: **May 1st** (if funding is available)
- Continuing Student Verification Form: **December 15th** (this is mailed to you if you are enrolled in the Fall semester)

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**THE PENOBSCOT NATION’S SCHOLARSHIP PROGRAM DOES NOT QUALIFY STUDENTS FOR THE UNIVERSITY OF MAINE SCHOOL’S OR THE MAINE COMMUNITY COLLEGE’S INDIAN WAIVER PROGRAM. EACH CAMPUS ADMINISTERS ITS OWN WAIVER PROGRAM AND APPLICANTS MUST CONTACT THE CAMPUS THEY WILL BE ATTENDING TO APPLY FOR THE TUITION WAIVER AND ROOM & BOARD GRANT CONSIDERATION.**

~See reverse side for Application Check-list~

**Revised 3/21/14**
SCHOLARSHIP APPLICATION

Please answer all questions on this application—forms will be returned to students, if any questions are left blank. It is the student’s responsibility to submit completed applications by the following deadlines for consideration of funding.

Fall Semester—July 15th  Spring Semester—November 15th  Summer Session—May 1st (if funding is available)

Continuing Student Verification Form—December 15th (this is mailed to you if you are enrolled in the Fall semester)

I. GENERAL INFORMATION:

1. Last Name __________________________  2. Date of Birth __________________________
   First __________________________ M.I. __________________________

3. Mailing Address __________________________  4. Soc. Sec. # __________________________
   City __________________________ State __________________________ Zip Code __________________________

5. Residential Address (if different) __________________________  6. Telephone # __________________________
   City __________________________ State __________________________ Zip Code __________________________

7. Maiden name or other names you have used and received funding from this department: __________________

8. E-Mail Address: __________________________  9. Sex: M □ F □

10. Marital Status: Single □ Married □ Divorced □  11. Number of Dependent Children ___________

12. Veteran: Yes □ No □  13. Total number of people living in your household (include yourself): ___________

14. Approximate combined income of all people residing in your household for the past six (6) months: $ ___________

15. Do you receive TANF: Yes □ No □ (The information collected for questions 15 & 16 is used only for the purpose of qualifying individuals for certain funds; we do not report this information to any other agencies.)

16. Is anyone in your household receiving some form of public assistance (TANF, Food Supplement Program, General Assistance, Subsidized Housing etc.) Yes □ type(s): __________________________  No □

17. Census/Certification Purposes: (indicate name(s) of Penobscot parent(s) only):
   Father: __________________________  Mother: __________________________

II. PREVIOUS EDUCATION:

18. Name and address of middle school: __________________________

19. Name and address of High School:
   __________________________  20. Type of School: Public □ Private □ Tribal □ BIA □
   __________________________

21. High School Diploma □ or G.E.D. □; Year completed: _______

22. Please list all prior post-secondary training or education that you have completed or participated in, including any certifications, diplomas, or degrees:
   __________________________

III. ACADEMIC/TRAINING PROGRAM YOU ARE REQUESTING ASSISTANCE WITH:

23. Requesting assistance for 20__-20__ (check all that apply): Academic Year □ Summer □
   Fall only □ Spring only □

24. Name and address of institution you will attend: __________________________

Revised 3/21/14
25. Will attend:  Full-time □  Part-time □  ________________________________

26. Type of program:  Certificate □  Diploma □  Associate Degree □  Bachelor Degree □  Other □  ________________

27. Training program or college major you will be enrolled in:  ________________________________

28. Date you will start classes:  __________  29. Expected Date of Completion/Graduation:  ________________________________

30. How many total credit hours are required to earn your degree or to complete the program?  ________________________________

31. How many credit hours have you earned to date in this program?  ________________________________

32. What year student are you considered in this program?  1st □  2nd □  3rd □  4th □  5th □  more □  ______

33. Will you live:  On-campus □  Off-campus □  With Parents □  Other □  ________________________________

34. Do you have any previous experience or training in this field?  Yes □  No □  If “Yes”, please explain:  ________________

35. Will you seek employment in this field upon completion of your program?  Yes □  No □  If “No”, please explain:  ________________

36. Do you have any source of income while in school or training?  Yes □  No □  If “Yes”, please explain:  ________________

37. Have you applied for Financial Aid through the school you will be attending?  Yes □  No □  If “Yes”, when did you apply?  ________________  If “No”, is financial aid available?  ________________

Please note that scholarships will only be granted by the Penobscot Nation Higher Education Committee to those eligible students who have applied for campus based financial aid, provided that financial aid is available.

38. Have you, or will you, submit a Needs Analysis Form to your Financial Aid Office?  Yes □  No □  ________________________________

 Needs analysis forms must be received by the PNHEC in order for your application to be complete. Please follow up with your financial aid institution to make sure they return the form to the PNHEC, by the deadline.  

Please read the following before signing this application

I acknowledge that I have read the Penobscot Nation Department of Education and Career Services “Operating Policies and Procedures” for the Higher Education Scholarship Program. This includes the Higher Education Grant Program (HEGP) and Adult Vocational Training (AVT) Policies. Students may request a copy of the policy to be mailed to them or locate them at:  http://www.penobscotnation.org/Education/education.htm  I am aware these policies were most recently updated in March of 2013. I agree to these policies and understand and accept the terms and conditions.

USE OF FUNDS:  “I declare that I will use any funds awarded to me by the Penobscot Nation Higher Education Committee for training and/or educational purposes only in connection with my attendance at the above named institution.”

PRIVACY ACT & PAPERWORK REDUCTION ACT STATEMENT:  This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974. Although furnishing personal information to this office is voluntary, failure to supply complete and accurate information may preclude the applicant from eligibility for assistance under this program. This information is being collected to determine eligibility of individuals applying for services. This information will be used to produce statistical records required of the Office of Indian Education Programs. Response to this request is required to obtain a benefit. “I hereby certify that the above information on this form is true and correct to the best of my knowledge and consent to the release of this information to necessary agencies to complete my financial aid package. I agree to provide the Penobscot Nation Higher Education Committee with all information that is requested in regard to this application.”

applicant’s signature  Date

DO NOT COMPLETE THIS SECTION, ADMINISTRATIVE OFFICE USE ONLY:

Tribal census number:  ________________________________  Continuing Student □  New Student □

I have reviewed this application and believe the information provided to be true to the best of my knowledge. I recommend that this request for assistance be reviewed by the Penobscot Nation Higher Education Committee for possible funding.

PNHEC Staff:  ________________________________  Date:  ________________________________

Revised 3/21/14
PART 1  (To be completed and signed by the student, then delivered to your school’s Financial Aid Office)

Last Name  First  M.I.  Student ID

Mailing Address  City  State  Zip Code  Telephone

♦ Students applying for assistance through the Penobscot Nation Higher Education Committee (PNHEC) must first apply for all financial aid available to them through their school’s Financial Aid Office. The PNHEC must receive the information requested below before any action can be taken on requests for assistance.

RELEASE: I hereby authorize the release of any and all information pertaining to my receiving or applying for financial aid to the PNHEC for the purpose of determining my eligibility for educational benefits. This includes the information requested below and any other information that the PNHEC may request in regard to my application for assistance.

Student Signature: __________________________________________  Date: _____________

PART 2  (To be completed by the school’s Financial Aid Office- Please answer all questions)

The student named above has applied for financial assistance from the Penobscot Nation Higher Education Committee. Before any awards can be considered, the financial data requested below must be received from your office. As soon as a financial aid package has been put together for this student, would you please complete this form and return it to us at the address/fax given above. Thank you for your assistance.

BUDGET PERIOD: From ___________ To ___________  The school year is based upon:  ☐ semesters  ☐ trimesters  ☐ quarters

Please answer all of the following:
1. This student has applied for Financial Aid and completed an F.A.F.S.A.: ☐ yes  or  ☐ no  ☐ mods
2. This student is considered to be:  ☐ Dependent  or  ☐ Independent
3. This student is registered in a:  ☐ Degree,  ☐ Certificate,  ☐ Diploma  or  ☐ Non-Matriculated program
4. This student is in default on a student loan and is ineligible to receive financial aid:  ☐ yes  or  ☐ no
5. This student is living:  ☐ on-campus  or  ☐ off-campus

FINANCIAL DATA

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<th>RESOURCES</th>
<th>RESOURCES</th>
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<td>PELL Grant</td>
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<td>Other</td>
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Other Grants & Scholarships

Subtotal (A)  Subtotal (B)  Subtotal (C)

Expenses (A): _____________ - Resources (B) + (C): ____________ = UNMET NEED: ____________

Name of School  Address

Completed By  Title  Date  Telephone #  Fax #