PENOBSCOT NATION HIGHER EDUCATION COMMITTEE

Dept. of Education & Career Services, 12 Wabanaki Way, Indian Island, ME 04468

Telephone: (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.

<u>Step #1 Application</u>: *Fill out the PNHEC Application form* <u>completely</u>. Your application will be returned to you if there is <u>any</u> 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. <u>All students must submit a copy of your course schedule</u>, <u>each semester</u>, <u>showing credit hours</u>. 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**.

- <u>Fellowship applications (Postgraduate) do not need to complete the Needs Analysis Form.</u> (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 <u>must</u> 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 <u>and to find out what their deadlines are</u>. Scholarships granted by the PNHEC are supplemental only. <u>Please note that campus based financial aid must be applied for every year</u>. 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:

 $\label{eq:fall-sems-semi-may-1} Fall \ Semester-\textbf{July 15}^{th} \quad Spring \ Semester-\textbf{November 15}^{th} \quad Summer \ Session-\textbf{May 1}^{st} \ (if \ funding \ is \ available)$

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

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.

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SCHOLARSHIP APPLICATION

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

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

Ī.	GENERAL INFORMATION:					
1.	Last Name	First		M.I.	2	Date of Birth
3.	Mailing Address	City	State	Zip Code	4	Soc. Sec. #
5.	Residential Address (if different)	City	State	Zip Code	6	Telephone #
7.	Maiden name or other names you ha	ve used and r	eceived fundi	ng from this depart	ment:	
8.	E-Mail Address:				9. Sex	:: M □ F □
10	. Marital Status: Single Married	□ Divorced	□ 1 :	ı. Number of Deper	ndent Child	ren
12	. Veteran: Yes \square No \square 13. To	otal number o	of people livin	g in your household	l (include y	ourself):
14	. Approximate combined income of a	<u>ll</u> people resi	ding in your h	ousehold for the <u>pa</u>	st six (6) m	onths: \$
15.	. Do <u>you</u> receive TANF: Yes \(\squalifyin \) qualifyin	O ☐ (The inforning individuals fo	mation collected r certain funds;	for questions 15 & 16 is a we do not report this is	used only for t oformation to	the purpose of any other agencies.)
16	. Is <u>anyone</u> in your household receivi Assistance, Subsidized Housing etc.)					
17.	. Census/Certification Purposes: (ind	licate name(s)) of Penobsco	t parent(s) only):		
	Father:			Mother:		
II.	PREVIOUS EDUCATION:					
18.	Name and address of middle school:					
19.	Name and address of High School:					
		_ 20. Typ	e of School:	Public 🗆 Private 🗆	Tribal \square	$BIA \; \Box$
		_ 21. Hig	h School Dipl	oma □ <u>or</u> G.E.D.	. □ ; Yea	ar completed:
	. Please list <u>all</u> prior post-secondary rtifications, diplomas, or degrees:	training or ed	ucation that y	ou have completed	or participa	ated in, including any
<u>II</u>]	I. ACADEMIC/TRAINING PROG	RAM YOU	ARE REQUI	ESTING ASSISTA	NCE WIT	<u>Н:</u>
	. Requesting assistance for 2020			Academic Year □ Fall only □	Summe Spring	er □ only □
24	Name and address of institution vo	u will attend.				

25. Will attend: Full-time \square Part-time \square									
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 \square 2nd \square 3rd \square 4th \square 5th \square more \square									
33. Will you live: On-campus Off-campus With Parents Other Other									
34. Do you have any previous experience or training in this field? Yes \(\text{No} \(\text{No} \(\text{If "Yes", please explain:} \)									
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 \square No \square									
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 \Box									
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, <u>by the deadline</u> .									
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									
PNHEC Staff: Date:									

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NEEDS ANALYSIS FORM

Last Name	First	M.I.		Student ID		
apply for all financial ai the information request RELEASE : I hereby auth financial aid to the PNHEC	City ssistance through the Penobscot Nation available to them through their ed below before any action can provide the release of any and all in for the purpose of determining mand any other information that the second secon	school's Finar be taken on nformation pe y eligibility fo	icial Aid Office. The Proceed a comment of the process of the proc	NHEC must receivence. Ing or applying for This includes the		
assistance.			ъ.			
	upleted by the school's Financi					
2. This student is considered3. This student is registered4. This student is in default	lowing: or Financial Aid and completed an I to be: □ Dependent or □ Inder in a: □ Degree, □ Certificate, □ on a student loan and is ineligible to on-campus or □ off-campus	pendent Diploma or	☐ Non-Matriculated			
g. This student is fiving. \blacksquare	FINANCIAL	DATA				
EXPENSES	RESO	URCES	RE	ESOURCES		
Tuition	Parent Contribution		PELL Gra	nt		
Fees	Student Contribution		SEOG			
Books	Veteran's Benefits		CWSP			
Rm. & Bd.	Voc. Rehabilitation		Native Am	n. Waiver		
Travel	Social Security		Room & B	oard Grant		
Personal	Assistance		Loans			
Other	Other		State Scho	olarship		
			Other Grants & Sc	holarships		
Subtotal (A)	Subtotal (B)		Subtotal	(C)		
Expenses (A):	- Resources (B) + (C):		= UNMET NI	EED:		
Name of School	Address					