

FINANCIAL AID PROCESS
HIGHER EDUCATION

The Northern Cheyenne Tribal Education Department and College/University Programs each have their own Financial Aid Process. Please use the following guide to help you complete all your documents to assure your funding will be ready when you register for college. **KEEP THIS PAGE FOR YOUR RECORDS AND INFORMATION.**

STUDENTS DO NOT DEPEND ON SOMEONE ELSE TO COMPLETE YOUR PAPERWORK

KEEP COPIES OF ALL YOUR DOCUMENTS

TELEPHONE NUMBERS: 1-800-353-8183 406-477-6567 406-477-6643 406-477-6770 406-477-6602 FAX: 406-477-8150

Address: Northern Cheyenne Tribal Education Department, P.O. Box 307, Lame Deer, Mt. 59043

Web Site: www.cheyennenation.com

NORTHER CHEYENNE TRIBAL EDUCATION
DOCUMENT REQUIREMENTS

- | | *Completed and submitted Tribal Education application by: **December 1-Fall October 1- Spring and April 1-Summer**
- | | *6th semester high school transcript (graduating senior) **(Due December 1)**
- | | *Official High School/College transcripts/Copy GED Scores. **(Due June 30)**
- | | *One page written educational Goals
- | | *Copies of awards and achievements
- | | *Three letters of recommendations addressed to the Tribal Education Department (new students) no relatives accepted. Former students 1 letter required.
- | | *Certificate of Degree of Indian Blood (no cards)
- | | *Copy of application for admission to college(s)
- | | Official Acceptance letter from college
- | | Proof of filing for financial aid FAFSA by 12/1
- | | *SAR/ISAR/ESAR(SAR due before March 31)
 - Tax Transcript if verified. Print all pages.
- | | Needs Analysis Due By March 31 for Fall Semester December 1 for Winter/Spring Semester May 1 Summer-
- | | Recommend new and transfer students attend orientation sessions at the college/university
- | | Student and parent apply for your User ID and Password to access your Financial Aid Information. Remember User Id and Password. Do Not Lose.

DEADLINE DATES: BEFORE
DECEMBER 1ST - FALL QUARTER/SEMESTER

OCTOBER 1ST - WINTER QUARTER/SPRING
SEMESTER - APRIL 1ST-SUMMER SCHOOL

(Seniors needing credits to graduate from college if funding is available- others might be considered).

UNIVERSITY/COLLEGE
REQUIREMENTS

- | | Decide on college/university by October 1st.
- | | Applied for admissions or re-admission. (send admission fee)
- | | Applied for Financial Aid.
- | | Returned all required completed forms to the financial aid office before December 1.
- | | Student applied for housing and sent in deposit **(Deposit is the responsibility of the student)**
- | | Send official high school /college GED scores to the admissions office.
- | | Assure the financial aid office at the college/university has received all required documents.
- | | Applied or re-applied for the Indian Fee Waiver.
- | | Transfer student must do a transcript evaluation
- | | Compass test
- | | Take ACT or SAT Test
- | | Sent immunization records to the college/university.

FAXED COPIES OF APPLICATION WILL NOT BE
ACCEPTED. ORIGINAL SIGNATURES NEEDED

FEDERAL EXPRESS MUST BE POST MARKED
BEFORE THE DEADLINES. Documents must be at the
Tribal Education by the deadline dates.

REMEMBER TO PRINT YOUR ON-LINE
DOCUMENTS.

ON-LINE APPLICATION DOCUMENTS MUST BE
MAILED TO THE TRIBAL EDUCATION OFFICE

Recommend all supporting documentation be sent together with the application .

HIGHER EDUCATION APPLICATION
NORTHERN CHEYENNE TRIBAL EDUCATION DEPARTMENT
P.O. BOX 307

LAME DEER, MONTANA 59043

www.cheyennation.com

(406) 477-6567 (406) 477-6602 (406) 477-6643 (406) 477-6770 Fax (406) 477-8150 1-(800) 353-8183

Last Name _____ First Name _____ Middle _____ Maiden _____

Permanent Address _____ Current Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Social Security _____ - _____ - _____ Marital Status: S () M () W () D () Separated ()

Date of Birth _____ Telephone Number _____ Sex: Male () Female ()

Type of High School: BIA () Tribal Contract () Mission School () Private () Public ()

High School Attended: _____ Year Graduated _____ GED () Date Received _____

Student will attend College/University: _____ Fall () W () SP () SU () Year _____

City _____ State _____ Zip _____

Status: FR () SP () JR () SR () Graduate () Major Course of Study _____

I attended another college/ training program? Yes ___ No ___ If yes, Where? _____ When? _____ Major _____
Must do a transcript evaluation if you attended another training program, college or university.

I have been funded by the Tribal Education Department? Yes ___ No ___ Where? _____ When? _____ Major _____

DEPENDENTS WHO WILL BE LIVING WITH APPLICANT AT SCHOOL

Name _____ Relationship _____ Birth Date _____

Name _____ Relationship _____ Birth Date _____

Name _____ Relationship _____ Birth Date _____

STATEMENT REGARDING DISCLOSURE OF PERSONAL INFORMATION

Disclosure by you of your social security number, transcript or school grades, medical records, income information, veteran status, arrest record, debt, disability evaluations and other information which may have a bearing on your application for schooling is voluntary. Failure to provide requested material may result in a delay or denial in receiving education assistance. The authority which authorizes collection of information is: CFR 25, 34.2 USC 13 and 309 831 AM 4. The information will be used to determine eligibility for services. It will be used by the Tribal Education Department and counselors to evaluate your request and assist you before and during your educational program. After completion of college, parts or all of the information in your application will be provided to employers who are considering you for employment. The application will be used in a routine manner by counselors working with you who need background information and by those people involved in financial control that need budgeting information contained in the application.

I AUTHORIZE THE USE OF INFORMATION AS STATED ABOVE:

Signature _____ Date _____
E-Mail Address _____

STATEMENT OF PRIVACY

The Privacy Act of 1974 requires each federal agency that maintains a system of information on individuals to inform those individuals as to:

- A. The authority whether granted by statute, or by executive order of the President which authorizes the solicitation of the information and whether disclosure of such information is mandatory or voluntary;
- B. The principal purpose or purposes for which the information is intended to be used;
- C. The routine uses which may be made of the information, as published pursuant to Paragraph (4) (D) of this subsection and
- D. The effects on him/her, if any, of not providing all or any part of the requested information.

The Northern Cheyenne Tribal Education Department Higher Education and Job Placement and Training Program operates under the general authority of 24 USC Chapter 13, 42 Stat. 208 P.L. 67-85 with specific legislation contained in 25 USC, Subchapter E, part 32 Administration of Education Loans, Grants and Other Assistance for Higher Education. In Accordance with the accountability required for administration of the funds appropriated for the program and in order to provide services to recipients and to declare eligibility, certain information is required of applicants. This form solicits the required information. Use of personal data will be available to authorized sources upon request. The applicant should understand that the intent of collecting and maintaining this data on individuals is for determining eligibility of the applicant and to provide the means for producing certain statistical records required of this office. Failure on the part of the applicant to provide the requested information will preclude the applicant from eligibility in obtaining higher education or vocational training scholarships under this program.

I have read the statement or privacy listed with the application form. I hereby provide the required information and authorize the use of such information to the extent of the uses specified in this statement.

WITNESS

SIGNATURE OF APPLICANT

ADDRESS

DATE

NORTHERN CHEYENNE TRIBAL EDUCATION DEPARTMENT
Box 307, Lame Deer, Mt. 59043

RELEASE FORM FOR STUDENT

I _____ GIVE MY PERMISSION
(Signature)

FOR INFORMATION TO BE RELEASED TO THE NORTHERN CHEYENNE TRIBAL EDUCATION
DEPARTMENT AT LAME DEER, MT.

RELEASE FORM FOR PARENTS/GRANDPARENTS

I _____ GIVE MY PERMISSION
(Print Name)

FOR MY PARENTS/GRANDPARENTS _____ TO ACCESS
INFORMATION FROM MY TRIBAL EDUCATION STUDENT FILES.

SIGNED _____ DATE: _____
(Signature)

RELEASE FORM FOR PARENT/GRANDPARENT

I _____ GIVE MY PERMISSION
(PRINT NAME)

FOR MY PARENTS/GRANDPARENTS _____ TO ACCESS
INFORMATION FROM MY TRIBAL EDUCATION STUDENT FILES.

SIGNED _____ DATE _____
(Signature)

STUDENT JOB PLACEMENT AND TRAINING SCHOLARSHIP PROCESS, TIMELINES AND REQUIREMENTS

Applications and forms can be accessed at www.cheyennation.com Education Link

SUBMIT TO THE TRIBAL EDUCATION DEPT.	DEADLINES FOR TRIBAL EDUCATION	ACTION
*Job Placement and Training Application	Fall 12/1 Spring 10/1 Summer 4/1	Application Deadlines
*6th Semester high school transcript	Fall December 1	High School Seniors only
*Official high school transcripts	June 30 and October 1	
*GED	December 1 and October 1	
*Official College Transcripts	December 1 and October 1	
*One Page written educational goals	December 1 and October 1	
*Copies of Awards and Achievements	December 1 and October 1	
*3 letters of recommendations - no relatives	December 1 and October 1	
*Certificate of Indian Blood	December 1 and October 1	Tribal ID Card not accepted
*Copy of admission form for college(s)	December 1 and October 1	Application for Admission
*Proof of filing for Financial Aid (FAFSA)	December 1 and October 1	
*Copy of FAFSA/ full document	December 1 and October 1	Send to Tribal Ed Department
*Copy of SAR/ISAR/ESAR	March 31, Dec. 1 winter/spring	
*Copy of Acceptance Letter to College attending	June 30 Fall Dec1 winter/spring	
*Needs Analysis -Cost of Education and Resources	March 31, Dec. 1 winter/spring	Access from Financial Aid Office
*Official High school/ college transcript	June 30 Fall Dec1 winter/spring	

KEY STUDENT REQUIREMENTS

*Class Schedule	Upon Pre-Registration	No check until submitted
*Billing Statement	Upon Registration	No check until submitted
*Plan of Study-Signed by Advisor	Mid Term of 1st semester/Quart	No check until submitted
*Mid Term Progress/Attendance Report	Mid Term	No check until submitted
*14 quarter hours/16 semester hours for Freshman and Sophomord	Class Schedule to verify	Contact counselor if less credits are taken.
*16 quarter hurs/18 semester hours Juniors and Seniors		Documentation will be Required.
*Dropping a Class	Immediately	Contact counselor and Advisor before dropping class
*Plan of Study Changes	Upon adding or dropping a class	Contact counselor and advisor signature.
*Change of Major	Contact counselor	Approval Scholarship Committee
*Change of College	Contact counselor	Approval Scholarship Committee
Low grades - Less than 2.0 per class	Contact counselor	Can be suspended Appeal to Scholarship Com
*Lack of Attendance	Immediately	Can be suspended Appeal to Scholarship Com

HIGHER EDUCATION GUIDELINES

STUDENT
ACKNOWLEDGEMENT

THE HIGHER EDUCATION GUIDELINES ARE VERY IMPORTANT TO YOUR SUCCESS IN COMPLETING YOUR DEGREE. IT IS IMPORTANT THAT YOU READ AND UNDERSTAND THE GUIDELINES TO ASSURE YOU STAY IN COMPLIANCE WITH THE HIGHER EDUCATION SCHOLARSHIP PROGRAM. THE GUIDELINES WILL ASSIST YOU THROUGHOUT YOUR EDUCATIONAL PROCESS.

NO FUNDING WILL BE PROVIDED UNLESS THIS DOCUMENT IS SIGNED AND RETURNED TO THE TRIBAL EDUCATION DEPARTMENT WITH YOUR APPLICATION.

I HAVE RECEIVED AND READ THE HIGHER EDUCATION GUIDELINES. I UNDERSTAND MY RESPONSIBILITIES AND AGREE TO ABIDE BY THESE GUIDELINES .

SIGNED _____

DATE: _____