



**Quapaw Tribe of Oklahoma
Department of Higher Education Guidelines
(As of 4/27/15)**

HIGHER EDUCATION FUNDING:

<u>SEMESTER</u>	<u>OPENS</u>	<u>CLOSES</u>
SPRING	November 1 st	February 28 th (29 th Leap Years)
SUMMER	May 1 st	July 31 st
FALL	July 1 st	September 30 th

REQUIREMENTS TO APPLY:

You are an enrolled member of the Quapaw Tribe eligible for services

You are a high school or GED graduate

You have been admitted to an accredited college, university, or vocational school

You understand that a complete application and all supporting documents (including Academic Probation paperwork) must be postmarked by the deadline.

REQUIRED FORMS, DOCUMENTATION, ETC.:

Incoming Freshmen Only

(If you have NOT received academic transcript credits at an institution of higher education)

Completed Quapaw Higher Education **Application**

Copies of **Tribal Enrollment Card, Social Security Card and Photo ID**

History of the Quapaw Tribe Essay (packet available online, by mail, or in Higher Education office)

W9 form signed

Release of Information form signed

Official verification of enrollment** with credit hours indicating enrollment for the Spring 2015 semester

Continuing Students Only

(If you have received academic transcript credits at an institution of higher education)

Completed Quapaw Higher Education **Application**

Copies of **Tribal Enrollment Card, Social Security Card and Photo ID**

Traditional Educational essay OR Alternative Essay (available online, by mail or in Higher Ed office)

W9 form signed

Release of Information form signed

Official transcript** indicating all resident and transfer hours, grades, and cumulative grade point average

Official verification of enrollment** with credit hours indicating enrollment for the Spring 2015 semester

****VERIFICATION OF ENROLLMENT:**

A student's schedule, as printed from the school's student portal may be accepted as verification of enrollment;

If the student's course schedule is listed on the official or unofficial transcript, this may also be accepted as verification of enrollment.

****OFFICIAL/UNOFFICIAL TRANSCRIPTS:**

If printed from the school's student portal or by the registrar's/admissions office, a student's unofficial transcript may be accepted in lieu of the official transcript, as long as both the cumulative and semester GPAs for the previously funded semester are included in the transcript.

GRADE REQUIREMENTS:

Students are required to maintain a 2.0 cumulative and semester GPA;
Should either GPA fall below 2.0, a student will be placed on Academic Probation;
As long as the student shows academic progress, they will remain on Academic Probation but still receive their funding, until both GPAs are once again at 2.0 or above.
Should a student's GPAs both fall below 2.0, then the student will not be eligible for further funding until at least one of the GPAs is at 2.0, at which time he/she would remain on Academic Probation.

RELEASE of INFORMATION:

Unless listed on the student's Release of Information (RoI), NO information about the student or his/her application can be released or discussed with any person—this includes parents, guardians, grandparents, spouses, significant others, siblings, or school officials.

APPLICATION SUBMISSION:

Applications must be mailed or hand delivered; faxed or emailed applications will not be accepted.
Late or incomplete applications will not be accepted.

FUNDING AMOUNTS:

Funding for Fall and Spring semesters is \$150.00 per credit hour up to 10 credit hours, for a total of up to \$1,500.00 per Fall and Spring semester;

Funding for Summer semesters is \$150.00 per credit hour up to 6 credit hours, for a total of up to \$900.00 per Summer semester;

BENEFITS/PAYMENTS:

Students accepted for funding through the Quapaw Department of Higher Education Program will be awarded \$150.00 per credit hour up to a maximum of \$1,500.00 a semester.

IF A STUDENT DROPS HOURS, HE OR SHE WILL EITHER PAY THE QUAPAW DEPARTMENT OF HIGHER EDUCATION PROGRAM BACK APPROPRIATE MONIES OR HAVE SUBSEQUENT HIGHER EDUCATION AWARDS REDUCED BY SAID AMOUNT.

FOR EXAMPLE: IF A STUDENT RECEIVES AN AWARD FOR \$1,500.00 FOR 10 CREDIT HOURS, AND HE OR SHE DROPS OR CHANGES TO AN AUDIT A THREECREDIT CLASS, HE OR SHE MUST

EITHER REFUND THE DEPARTMENT OF HIGHER EDUCATION \$450.00 OR HAVE THE NEXT FUNDED SEMESTER'S AWARD REDUCED BY \$450.00.

Before submitting transcripts, make sure all Quapaw funded semesters are indicated by course grades for those funded semesters.

For example, if you were awarded Quapaw education funds for the Fall 2014 semester, make sure the transcript submitted with this Spring 2015 application indicates your Fall 2014 semester grades.

CHECKS:

Checks are no longer available for pick up--they will be mailed only; NO EXCEPTIONS. (This applies to all programs administered under the Higher Education department).

Please allow up to 30 days for your check to be processed. Therefore, calling the Higher Education Department or accounting staff inquiring as to the status of your check before the 30 days actually creates a setback for the departments in processing your check.

ESSAYS:

The Spring 2015 Essay will be an essay on the History of the Quapaw Tribe and will be completed by all students; after Spring 2015, all new applicants will be required to complete the History of the Quapaw Tribe as their first essay.

After their initial application, students will be able to choose between the traditional educational or a new tribal essay option each semester.

All essays will be at least 450-500 words in length; if not, the application will be considered incomplete and returned to the applicant for completion.

GRADUATE STUDENTS:

Graduate work/degrees/schooling is no longer funded.

BIA ADULT EDUCATION PROGRAM (GED):

FUNDING PERIOD: Fiscal Year October 1st – September 30th

REQUIREMENTS:

- ✓ Valid Driver's License (address must match applicant's current place of residence)
- ✓ Tribal Enrollment card
- ✓ Social Security card
- ✓ Must be eligible to use Higher Education services
- ✓ Completed, signed and dated Release of Information (RoI)
- ✓ Completed, signed and dated W-9
- ✓ Completed application
- ✓ Proof of completion submitted *within 1 month of completion*

RELEASE of INFORMATION:

Unless listed on the student's Release of Information (RoI), NO information about the student or his/her application can be released or discussed with any person—this includes parents, guardians, grandparents, spouses, significant others, siblings, or school officials.

APPLICATION SUBMISSION:

Applications must be mailed or hand delivered; faxed or emailed applications will not be accepted.

BENEFITS/PAYMENTS:

Students accepted for funding through the Quapaw Tribe Department of Higher Education and BIA Adult Education Programs understand **all monies are paid to the vendor.**

Students accepted for funding through the Quapaw Tribe Department of Higher Education and BIA Adult Education Programs understand that completion documents must be submitted to the Quapaw Tribe Department of Higher Education within 1 month of completion.

ACT/SAT FUNDING/REIMBURSEMENT PROGRAM:

FUNDING PERIOD: Fiscal Year October 1st – September 30th

REQUIREMENTS:

- ✓ Picture ID
- ✓ Tribal card
- ✓ Social Security card
- ✓ Proof of Registration
- ✓ Proof of Attendance
- ✓ Completed, signed and dated application packet/forms

RELEASE of INFORMATION:

Unless listed on the student's Release of Information (RoI), NO information about the student or his/her application can be released or discussed with any person—this includes parents, guardians, grandparents, spouses, significant others, siblings, or school officials.

APPLICATION SUBMISSION:

Applications must be mailed or hand delivered; faxed or emailed applications will not be accepted.

FUNDING AMOUNTS:

Funding for ACT/SAT tests will be at the current rate, according to the respective test websites' payment information.

If eligible for the test Fee Waiver available through my school district, students must utilize the Fee Waiver instead of the ACT/SAT Funding/Reimbursement Funding provided by the Quapaw Tribe of Oklahoma's Department of Higher Education.

Students may only apply for ACT/SAT Test Funding/Reimbursement for a **total of TWO (2) times.**

Students may receive funding/reimbursement for the tests in one of the following combinations:

- Two ACT/ACT Plus Writing tests
- Two SAT tests
- One ACT/ACT Plus Writing test AND One SAT test

Students understand that they will only receive funding/reimbursement for the basic ACT or ACT Plus Writing or the basic SAT (not Subject Tests). Any other options for late registration, testing, scores, reception of scores, data, etc. will be the student's financial responsibility.

CHECKS:

Checks for ACT/SAT funding or reimbursement will be made out to the student.

Checks are no longer available for pick up--they will be mailed only; NO EXCEPTIONS. (This applies to all programs administered under the Higher Education department).

Please allow up to 30 days for your check to be processed. Therefore, calling the Higher Education Department or accounting staff inquiring as to the status of your check before the 30 days actually creates a setback for the departments in processing your check.

SCORES:

Students agree to send a copy of their scores once they have been received from the testing company. This information is kept private and is used only to track educational and testing trends within this program.

OTHER FUNDING for Testing/Licensing/Training: PRAXIS, PLT, PPST, GRE, & Other Approved Tests, Licensing, Training

FUNDING PERIOD: Fiscal Year October 1st – September 30th

REQUIREMENTS:

- ✓ Picture ID
- ✓ Tribal card
- ✓ Social Security card
- ✓ Proof of Registration
- ✓ Proof of Attendance
- ✓ Completed, signed and dated application packet/forms

RELEASE of INFORMATION:

Unless listed on the student's Release of Information (RoI), NO information about the student or his/her application can be released or discussed with any person—this includes parents, guardians, grandparents, spouses, significant others, siblings, or school officials.

APPLICATION SUBMISSION:

Applications must be mailed or hand delivered; faxed or emailed applications will not be accepted.

FUNDING AMOUNTS:

Amounts vary since each application is considered on a case-by-case basis; funding is limited.

Programs must be accredited and academically worthy of student receiving funding. The Quapaw Tribe Department of Higher Education thoroughly investigates each program.

APPLICANTS ARE NOT GUARANTEED FUNDING.

CHECKS:

Checks for OTHER Funding may be made out to the applicant OR go directly to the institute/program, depending on the individual situation and requirements. **The Quapaw Department of Higher Education reserves the right to choose to send the funding directly to the institution or program.**

Checks are no longer available for pick up--they will be mailed only; NO EXCEPTIONS. (This applies to all programs administered under the Higher Education department).

Please allow up to 30 days for your check to be processed. Therefore, calling the Higher Education Department or accounting staff inquiring as to the status of your check before the 30 days actually creates a setback for the departments in processing your check.

PROOF OF COMPLETION:

Approved applicants must send in proof of completion. If proof is not received, applicant will be eligible to use Higher Education services until proof is received.

BIA ADULT VOCATIONAL TRAINING PROGRAM (AVT):

FUNDING PERIOD: Fiscal Year October 1st – September 30th

REQUIREMENTS:

- ✓ Picture ID
- ✓ Tribal card
- ✓ Social Security card
- ✓ Completed application packet/forms
- ✓ Must be an eligible vocational training program
- ✓ Have applied for Quapaw Tribe Higher Education Funding
- ✓ Have applied for all available Financial Aid
- ✓ Must be work-ready within 2 years
- ✓ Must live within 75 miles of Quapaw Tribe of Oklahoma Administrative Office
- ✓ Accepted applicants must provide monthly documentation to the Quapaw Tribe Department of Higher Education

RELEASE of INFORMATION:

Unless listed on the student's Release of Information (RoI), NO information about the student or his/her application can be released or discussed with any person—this includes parents, guardians, grandparents, spouses, significant others, siblings, or school officials.

APPLICATION SUBMISSION:

Applications must be mailed or hand delivered; faxed or emailed applications will not be accepted.

FUNDING AMOUNTS:

Amounts vary since each application is considered on a case-by-case basis.

Only a few students at a time are admitted into the program, due to the limited amount of funding for the program. Approval is not guaranteed.

CHECKS:

Checks for BIA AVT funding may be made out to the applicant OR go directly to the institute/program, depending on the individual situation and requirements. **The Quapaw Department of Higher Education reserves the right to choose to send the funding directly to the institution or program.**

Checks are no longer available for pick up--they will be mailed only; NO EXCEPTIONS. (This applies to all programs administered under the Higher Education department).

Please allow up to 30 days for your check to be processed. Therefore, calling the Higher Education

Department or accounting staff inquiring as to the status of your check before the 30 days actually creates a setback for the departments in processing your check.

PROOF OF COMPLETION:

Approved applicants must send in proof of completion. If proof is not received, applicant will be eligible to use Higher Education services until proof is received.

Other Programs & Events Sponsored by Quapaw Tribe Higher Education Department

Quapaw Tribe Youth Cultural Experiences Program

The Quapaw Tribe's Department of Higher Education and Tribal Library, along with the Arkansas Archeological Society and the Quapaw Tribe's Cultural Committee, have joined forces to create a program in which tribal members of all ages can learn more about and embrace their tribal heritage through lectures, demonstrations, and hands-on experiences. All classes are open to the public as well and are at no charge. Funding is provided solely through grants.

Various Informational Events:

- ✓ **Financial Aid Information sessions**
- ✓ **College information sessions**
- ✓ **Technical College Fair**
- ✓ **Non-Traditional Student Night**

Attend Events to Make Tribal Members, Colleges, and School Counselors Aware of the Dept.:

- ✓ **Annual Health Fair at Quapaw Pow-wow**
- ✓ **Annual Health Fair at Downstream**
- ✓ **College/Career Fairs**
- ✓ **Oklahoma College Assistance Program events and trainings**

CONTACT INFORMATION:

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