

COMANCHE NATION OFFICE OF HIGHER EDUCATION

College Scholarship Application



P.O. Box 908
Lawton, OK 73502
Phone: (580) 699-7218
Fax: (580) 492-4017

highered@comanchenation.com

Guidelines and Requirements

- The Comanche Nation Higher Education (CNHE) Scholarship is designed to assist students who are seeking an undergraduate or a graduate degree from a college/university.
- Applications can be accepted during the student's senior year of high school.
- Students should apply for college admission well in advance of the college enrollment date.
 - Students who apply for admission early could enhance your opportunity for funding from other institutions.
 - Students should consider searching for other scholarships in addition to the Comanche Nation Higher Education Scholarship to help pay for college expenses. Source www.scholarships.com is a good place to start looking for grants and other scholarships. Some scholarships are first come-first served, so search and apply early.
 - Try to apply for 2 or 3 scholarships a week to increase your opportunity for more scholarship funding.
 - Other free scholarship grants are Oklahoma Tuition Aid Grant (OTAG), Oklahoma Tuition Equalization Grant (OTEG), and the Oklahoma Promise. Also, each university has their own scholarships they award to students attending that include; tuition fee waivers, leadership scholarships and department scholarships. Contact the Financial Aid Office (FAO) of your university to apply for these scholarships.
- All undergraduate students are **required** to complete the FAFSA (Free Application for Federal Student Aid)
 - The FAFSA can be completed online at <https://fafsa.ed.gov>
 - Students can apply for a FAFSA as early as **October 1st**
- After you complete the FAFSA, complete the student portion at the top of the Financial Needs Analysis (FNA) form on page 7 of the application and give this form to your university's FAO.
- The FNA form will be sent to the CNHE department upon completion by the college FAO.

Parents

The FAFSA application requires financial information from your tax filing. To allow enough time for the FAFSA to be processed and still meet the deadlines of the colleges and scholarships, you should file your taxes as soon as you can beginning October 1st.

All students are required to complete the FAFSA.

Students

- Students approved and receiving scholarship assistance from the Comanche Nation Higher Education must maintain an acceptable academic standing and social conduct within the policies and rules of the college/university they are attending.
- Full-time students are required to carry a minimum of 12 hours per semester (9hours for quarter systems) and earn a 2.00 Grade Point Average (GPA).
- Students with complete applications will be notified by letter of the approval or denial of their scholarship in August of the coming year.
- A copy of your award letter will also be sent to the college Financial Aid Office.
- Students are personally responsible for their own housing arrangements, deposits or fees that are required for admission purposes. Therefore, make sure your banking account is arranged for such fees to be electronically with drawled.

Probation or Suspension Guidelines

- A students will be placed on **probation** when:
 - A student earns less hours than the number of hours they were funded for or
 - A students' GPA is below a 2.00
 - Students have one semester to either pass with a 2.00 GPA or greater for the number of hours they were funded of the semester they became on probation.
 - For example, if you did not pass 12 hours in the fall semester then you would be put on probation for the Spring semester. During the Spring semester you must pass 12 hours or more with at least a 2.00 GPA for all courses taken. If you do not pass the 12 hours you will be placed on suspension from the scholarship program.
 - Students must meet the requirement of the scholarship by the end of the probationary period or the student will be suspended from the scholarship.
- A student placed on **suspension** is required to go through a reinstatement process to be eligible to receive the CNHE Scholarship.
 - To be reinstated to the program after suspension, a student must earn at least 12 credit hours with a 2:00 GPA or higher on their own without tribal assistance.

Eligibility Requirements

- ✓ Must provide proof of tribal membership (Comanche Tribal Enrollment Verification Form)
- ✓ Must have “financial need” as determined by the institution’s Financial Aid Office (FAO)
- ✓ Must be admitted for enrollment to an accredited institution of higher education

Application Checklist

- Application – The Comanche Nation Scholarship Application must be completed:**
 - Check and recheck all areas on the application for completion.
 - Application must be signed and dated in 3 areas.
- CDIB – Proof of tribal membership**
 - Fill out the Certificate of Degree of Indian Blood (CDIB) Request Form and
 - CDIB card
- Transcript(s) – All transcripts must be official from the high school or college.**
 - First year applicants must submit an official high school transcript reflecting final class ranking, ACT/SAT scores and date of graduation or a copy of GED Diploma Test Scores.
 - College students must submit an official transcript at the end of each semester.
- Letter of Admissions – This is an official letter from the college/university stating the student has been unconditionally accepted to the university they are planning to attend.**
- Letter of Intent – A personal letter stating why you want to go to college**
 - Letter must be signed and dated.
- Class Enrollment Verification – A copy of your class enrollment schedule from the college you are attending.**
 - Students must submit a copy of his/her class enrollment schedule at the beginning of every semester.
 - Your application will not be considered complete until we receive this document in our office and funds cannot be released until we have this document.
- Financial Aid Needs Analysis (FNA) – Students must complete the FREE Application for Federal Student Aid (FAFSA) in accordance with the federal and school policies.**
 - The FNA must be submitted to the College/University Financial Aid Office (FAO) every academic year, and summer term if the student plans to attend summer school.
 - When the FAO completes the document, they will forward it to our office.
 - This document must be prepared and certified by the college FAO.
 - Your application will not be considered for funding without this form being complete.
- Graduation Checklist – All graduating college seniors must submit a graduation degree checklist for verification of graduation date.**

Deadlines

Fall – June 1st	Spring—October 1st
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After the Fall semester, students are required to send in their Official Fall Transcripts and Spring Enrollment Schedule before their funds can be released for the Spring. At the end of each Spring semester, students are required to send in Official Spring Transcripts to the CNHE department.

Only completed applications will be considered for funding, with continuing students given first priority. Student application must meet the deadline to be considered for funding. Students must get prior approval from the CNHE Director before withdrawing from any class.

PRIVACY STATEMENT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFT Part 99) is a Federal Law that protects the privacy of the student education records. The law applies to recipients that receive Federal funding for educational purposes. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.



*In accordance with the FERPA Law: The Comanche Nation Higher Education will discuss information with the student applying for assistance **ONLY**.*

Please read The Family Educational Rights and Privacy Act (FERPA) law and sign the privacy statement located at the bottom of the Comanche Nation Scholarship Application.

Scholarship Disclaimer

The Comanche Nation Higher Education Scholarship is **provided on a first-come first-serve basis**. Funding will **NOT** be provided unless the following criteria are met:

1. **A completed application with all required documents must be in the student's file:**
 - Application** – completed, signed and dated
 - CDIB** – Certificate of Indian blood verifying Comanche blood certified by the Comanche Nation enrollment office
 - Transcript** – Official only
 - Letter of Admission** – Official admittance to an accredited, post-secondary institutions by one of the regional agencies recognized by the Comanche Nation (for new admissions only)
 - Letter of Intent** – A personal letter stating why you want to attend college (signature and dated)
 - Enrollment Verification** – Submit a class enrollment schedule provided by the school of the semester you are requesting funding, showing the name of the school, student name, classes, and total credit hours. (Funding will not be released until our office receives this documentation)
 - Scholarship Disclaimer** – signed and dated
 - FERPA** – Federal Educational Rights Privacy Act (optional- this Federal form must be signed/dated each year when someone other than the student makes an inquiry about the students' scholarship. The student must designate the person(s) and the type of information that can be released)

2. **It is the student's responsibility to follow-up and ensure documentation was received by the Higher Education Office. Contact our office via:**
 - Email:** highered@comanchenation.com
 - Phone:** (580) 699-7218 **Fax:** (580) 492-4017

3. **The deadline dates are as follows: Applications received after deadline will NOT be funded.**
 - Fall Semester – June 1st
 - Spring Semester – October 1st

I have read and agree to the terms of this disclaimer and guidelines of CNHE Scholarship Application. I understand this scholarship is provided on a first-come first-served basis and all documentation must be submitted before funding is released. I understand that I must follow all scholarship guidelines or I could be placed on probation or suspension from the CNHE Scholarship.

Print Name

Signature

Date

Comanche Nation Scholarship Application

Check one:	<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal Application
Applying for: <input type="checkbox"/> Fall & Spring <input type="checkbox"/> Fall only <input type="checkbox"/> Spring only <input type="checkbox"/> Fall Quarter <input type="checkbox"/> Winter Quarter <input type="checkbox"/> Spring Quarter <input type="checkbox"/> Summer		
Name:		Other names used:
Address:	City	State Zip
Home Phone:	Cell:	Email:
SSN:	DOB:	Tribal Roll #
Have you ever received assistance from the Comanche Nation Office of Higher Education? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____		
Applying for academic year: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 If you are a graduate student what year? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
Classification: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate		
Major:	Minor:	<input type="checkbox"/> Undecided major
Type of Degree you expect to receive: <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Graduate _____		
Credit hours earned to date: _____ Year and month you expect to graduate 20 _____ Month _____		
List Grants, Scholarships, and/or Loans you have applied for:		
Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you eligible for any benefits?		
Have you completed the Free Application for Federal Student Aid (FAFSA)? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you applied for admission to college? <input type="checkbox"/> Yes <input type="checkbox"/> No What college/University? _____
Please carefully read, sign and date ALL 3 of the following statements:		
The information contained in this application is correct and true to the best of my knowledge. I understand that any scholarship/grant awards I receive are subject to nullification if I withdraw from classes or fail to maintain the required Grade Point Average (GPA) of 2.00.		
Signature _____		Date _____
I have read the <u>Guideline and Requirements</u> and understand the contents of the policies and do hereby agree to abide by all items listed.		
Signature _____		Date _____
Privacy Statement: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to recipients that receive Federal funding for educational purposes. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. In accordance with this, Comanche Nation Office of Higher Education will discuss student information with the student applying for assistance only. I have read the Privacy Statement and understand the contents and do hereby agree to abide by all items listed.		
Signature _____		Date _____

Certificate of Degree of Indian Blood (CDIB) Request Form

Dear **STUDENT**:

To complete your CDIB requirement, please fill out this form AND provide a copy of your CDIB card. Please fill out to the best of your knowledge, sign, and send form to:

COMANCHE NATION
ENROLLMENT OFFICE
P.O. BOX 908
LAWTON, OK 73502

OR

You may submit your form to our office and we will forward this form to the Office of Enrollment.

The Comanche Nation Office of Higher Education is requesting a CDIB for all students applying for scholarships.

The following information is herewith submitted:

NAME: _____ ROLL #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DOB: _____ SSN: _____

SPOUSE'S NAME: _____ ROLL: _____

FATHER'S NAME: _____ ROLL: _____

MOTHER'S NAME: _____ ROLL: _____

MOTHER'S MAIDEN NAME: _____

SIGNATURE: _____ DATE: _____

FOR ENROLLMENT OFFICE USE ONLY:

Please sign to verify the information provided is true and correct. Thank you.

SIGNATURE: _____ DATE: _____



COMANCHE NATION OFFICE OF HIGHER EDUCATION

P.O. Box 908 Lawton, OK 73502
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FINANCIAL AID NEED ANALYSIS FORM (FNA)

To be completed by the student

Name: _____ Tribal # _____
 Address: _____ SSN: _____
 _____ Home Phone: _____
 Email: _____ Cell: _____

Applying for: Fall & Spring Fall only Spring only Fall Quarter Winter Quarter Spring Quarter Summer

I am classified as a: Graduate Senior Junior Sophomore Freshman

My Major in college is: _____ or I have not decided my Major yet.

PLEASE SIGN: I authorize the release of my academic & financial information to the Comanche Nation Office of Higher Education
 Student Signature: _____ Date: _____

NOTE: You must complete the “Free Application for Federal Student Aid” (FAFSA/PELL)

Please send FNA to the Financial Aid Office at your college

To be completed by your college Financial Aid Office

1. Complete the FNA only after a student has submitted the required financial aid forms (i.e., FAFSA, etc.)
2. Please do not consider loan eligibility when calculating resources (awards).
 - a. We prefer that our students use their Pell/Tribal funds before they take out student loans.
 - b. If loans are figured into the total resources (awards) the unmet need will be zero and we can only fund a student’s unmet need.
3. Send original to the Comanche Nation Office of Higher Education. To speed up the payment process, a faxed copy will suffice until the original arrives.

Student Expenses		RESOURCES			
Tuition/Fees	\$	Family Contribution	\$	PELL	\$
Books	\$	Student Contribution	\$	SEOG	\$
Room/Board	\$	Veterans Benefit	\$	CWSP	\$
Transportation	\$	Other	\$		
Personal	\$				
Other	\$				
Total Student Expenses	\$	– Total Resources	\$	= Unmet Need	\$

STUDENT NEED recommended for the Comanche Scholarship = \$ _____

Student is: Full-Time Part-Time Other _____

Comanche Scholarship will cover expenses for the period: Month _____ Year _____ **TO** Month _____ Year _____

Signature of Financial Aid Officer _____ Institution _____

Address _____ Phone _____ Date _____



COMANCHE NATION HIGHER EDUCATION
Student Request to Share Information & FERPA Waiver

Your educational records are confidential, protected by the Family Educational Rights and Privacy Act (FERPA). We cannot release this information to anyone other than you without written authorization. This form is designed you to authorize us to release information to the person(s) or organization(s) listed below.

Student Name (Please Print)

CDIB

I understand that the Family Education Rights and Privacy Act of 1974 as amended (FERPA) protects the privacy of my student educational and financial records and limits access to the information contained in those records. _____
(Initial here)

I authorize CNHE to release any or all of my educational and financial records to the individual (s)/organization(s) listed below.

OR

I authorize CNHE to release only the following information:

(i.e. grades, transcripts, enrollment/attendance records, accounting, and financial aid information results of disciplinary proceedings)

Parents, guardians, or family members to whom my records may be released (These individuals will be required to provide proof of identification before information can be released):

Name: _____

Relationship to student: _____ Last 4 digits of SS# _____ Date of Birth _____

Address and Telephone #: _____

Name: _____

Relationship to student: _____ Last 4 digits of SS# _____ Date of Birth _____

Address and Telephone #: _____

Other persons, agencies, institutions or organizations to whom my records may be released (Please include name of organization and contact person, address, and telephone number):

I understand that:

1. I have the right not to consent to the release of my educational and financial records;
2. This consent shall remain in effect until I submit a written request to cancel this authorization.
3. This form must be renewed yearly.

Date

Print Name of Student

Student's Signature

For this form to be validated for CNHE use, it must be completed and sent to the Higher Education department.

By mail: Comanche Nation Higher Education
P.O. Box 908
Lawton, OK 73502

In person: Comanche Nation Education Center
1608 S.W. 9th Street
Lawton, OK 73502

Email: highered@comanchenation.com

For office use only:

Received and logged by CNHE (staff initial and date:): _____