



Education Department
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Education Scholarship Guidelines and Application

Eastern Shawnee Scholarship Guidelines

Funding for education is a tremendous benefit that the Tribe provides for its members. Each tribal member receiving benefits has a responsibility to review the guidelines and use the scholarship funds wisely. Students are responsible for submitting all required documents. Prior to approving a Scholarship Application, the Education Department must receive the following:

- 1.) Completed scholarship application – for each term you attend (Application for Fall; New application for Winter/Spring, Spring, Summer)
- 2.) Conditional/Unconditional Acceptance Letter for Masters/Doctorate
- 3.) Grades for previous semester or high school transcript - which ever was last attended.
- 4.) Official billing - Listing of charges after final drop date and all other financial aid/ scholarships have been applied; also copy of financial aid report/results must be submitted showing amount accepted.
- 5.) Copy of Enrollment (List of Classes/Credit Hours) or Outline of Training Schedule

All documents must be written in English and billed in US currency. Any documents submitted in the form of a Microsoft Word document by method of copy/paste will not be accepted. Grades, schedule and billing must contain the student's name and school's information.

Amount of scholarship awarded depends on actual amount of billing.

Educational Program	Credit Hours	Scholarship Limits
Non-Credit Classes/Workshops	n/a	\$2000 maximum per year
Vocational/ Certificate programs	n/a	Limit of \$24,000 for one year or less and up to \$36,000 for up to two years.
Undergraduate	1-11 hrs.	Up to \$400 per hour per semester. Max undergraduate benefit is \$48,000
	12 hrs.	Up to \$4800 per semester
	13 hrs.	Up to \$5200 per semester
	14 hrs.	Up to \$5600 per semester
	15 + hrs.	UP to \$6000 per semester
Masters		\$800 per credit hour up to \$7200 maximum per term with unconditional acceptance Paid at undergraduate rates with conditional acceptance* Limit of \$28,800
Doctoral		\$900 per credit hour up to \$9000 maximum per term with unconditional acceptance. Paid at Masters rate with conditional acceptance * Limit of \$36,000 Medical Degree at Doctorate level requiring three years is \$54,000

*Once the student receives the unconditional acceptance, they will be reimbursed the difference between the rates.

Scholarship funds may be used for the following at the undergraduate level and above:

- tuition and university fees (payable after final drop date)
- off-campus housing – May be considered for payment if no on-campus housing is available. There is a maximum of \$200 per month, \$1,000 per semester.
- Tuition waivers are not payable/ reimbursable
- test fees (except LSAT, MCAT, and other entrance exams)
- computer- (purchased by the tribe or student after tuition/fees and other school costs are paid for. Student must sign a computer acceptance agreement; limit one per lifetime. Limit of \$900.
- required books
- Vocational tool reimbursement- list of required tools required from instructor, tool agreement must be signed prior to tool reimbursement.
- supplies (\$10 per credit hr.)
- room & board (if billed through the university)
- transportation (\$50 per on-campus credit hour with a max. of \$600 per term)

Online Education – Online courses are eligible for scholarship payment if taken from a regionally accredited school. “For Profit Schools” will not be approved for tribal scholarship funds.

Expectations – The Tribe expects students to achieve a minimum semester GPA of 2.0. If students earn below a 2.0 GPA, they will be placed on probation. A second term of less than a 2.0 GPA causes the student to be suspended from receiving scholarship funds until completing equal credit hours on their own with a GPA above 2.0.

Off-Campus Housing – Payable if no on campus housing is available. This benefit will be paid by reimbursement to the student. Receipts from your landlord/housing manager along with current leasing agreement must be submitted to Education Department for reimbursement.

License/Certificate Renewal – Scholarship funds are not available for this purpose.

Vocational – No funding will be allowed for a 2nd vocational training program for at least two years after the completion of the 1st program.

Doctoral Degrees – Approved degrees are Medical Doctor, Law, Education, Business, Psychology or other health careers. Students must be unconditionally accepted to receive doctorate rate.

For-Profit Institutions – These institutions will not be awarded funding.

Dual-Enrolled High School Students/Students Seeking GED by Means of College Courses – Funding will only be approved for core classes, i.e. Math, Composition, History, Psychology, Science. Electives will not be funded. Transportation and supplies are not allowable funds for dual enrolled students. Tuition will be paid/ reimbursed after the college final drop date.

2nd Associates/Bachelors/Masters/Doctorate – Education funding is not available for a 2nd Associates, Bachelors, Masters, or Doctorate degree if the Tribe has helped with the first. Some additional courses may be taken related to the first degree if limit of funding has not been reached. Must be approved by the Education Department. For example, we will not pay for two Bachelor’s degrees, or two Masters degrees, etc.

Grade Incentives – Vocational programs and short-term classes that are only five weeks in length for 4 or 5 credit hours will not qualify for grade incentives. College grades are based/ figured on the 4-point scale. Earning an A average (3.8-4.0) in 15 or more credit hours with at least four courses of solids will earn an award of \$1000 and a B average (3.0-3.79) with same criteria will earn \$500. An A average in at least 12 cr hours and at least three courses of solids will earn \$500. A B average with same criteria will earn \$250. For Masters and Doctorates nine hours of solids will earn a grade incentive of \$500 for A average and \$250 for B average. Ten hours of solids earn \$1000 and \$500 for A and B average, respectively. Classes must have an actual letter grade to qualify. Pass/ Fail classes not acceptable. Grade incentives are based on current semester gpa.

Graduation Award – Students that graduate with a Bachelor’s, Master’s, or Doctorate will earn a graduation award of \$1000. An Associate’s degree will earn students \$400. Please send a copy of your diploma to receive this award.

Schools must be Regionally Accredited. National Accreditation is not acceptable as courses or degrees most often will not transfer.

There is a life-time maximum amount of \$48,000 to receive your Bachelors. All non-credit classes/workshops, vocational and undergraduate work will be factored into this amount.

Important:

1. Submitting false or misleading information may cause ESTO scholarship to be suspended indefinitely
2. Accepting scholarship paid directly by another Tribe or administered by another Tribe may cause ESTO scholarship to be suspended.
3. Balance of scholarship maximum not used for allowable charges will not be awarded to student.
4. Deadline for receiving scholarship is 30 days from end of term. Documents/applications turned in beyond that point will not be funded.
5. All students over the age of 18 MUST sign Release of Information Agreement for information to be given to anyone other than student.

Student Scholarship Process

Below you will find the step-by-step procedures of how the paperwork/scholarship process flows in our department to help you better understand how everything will work regarding your scholarship.

1. Student fills out application located on the tribal website under the Education link.
2. Application is returned to Education Department via mail, email, or fax along with all other paperwork necessary listed on the application.
3. Education Department reviews your paperwork. If any necessary paperwork is missing, we contact student via email or phone to ask for the missing paperwork. At this point student file is placed in pending file until all paperwork is received.
4. Once file is complete and all necessary paperwork is received, Education Department sends an award letter to the school letting them know of scholarship, and amounts, etc. The award letter asks for the school to send official billing after all other financial aid has applied after the schools final drop date. The award letter will put student account on hold at school until payment can be made so that student will not be dropped from classes for nonpayment.
5. Once the final drop date has passed, payment will be made to the school for amount still owed or directly to the student if account balance is zero. At this time other items can be paid for/dispensed such as transportation, grade incentives, computer, etc.

This process repeats and must be renewed each semester/ quarter.

**EASTERN SHAWNEE TRIBE OF OKLAHOMA
SCHOLARSHIP APPLICATION**

Please note: A new application must be filled out for each semester

Applicant: _____ DOB: _____ M: _____ F: _____

Roll #: _____ Student's School ID #: _____

Phone: _____ or _____ E-mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Name of School _____ Phone _____

Address: _____ City: _____ State: _____ Zip: _____

Office where Award Letter is to be sent _____ Fax # _____

Application is for: (input year in blank) Fall _____ Winter _____ Spring _____ Sum _____

Currently seeking: Associate _____ Bachelor _____ Masters _____ Doctorate _____

Major/Field of Training _____ Applying/will apply for financial aid: Yes _____ No _____

Enrolled in: _____ #College Credits _____ #Clock Hours Training _____ #Weeks/Months Training _____

College Credit Courses: # of Cr. Hrs. On Campus _____ # of Credit hours On-Line _____

Planned Graduation/Completion Date _____ Schools Final Date to Drop Classes _____

To receive the ESTO Scholarship Award, the following documents are required:

- (1) Official Billing (In English/US currency) (2) Grades for previous terms/ High School Transcript
(3) Graduate Acceptance Letter (if applicable) (4) Copy of Class Schedule showing class names and credit hours/(training schedule if vocational) (5) Result of Financial Aid/Scholarships

As an applicant for Education Benefits, I understand that I may not receive an award from another tribe and that I am responsible for seeing that the Education Department receives the required documents. I agree to notify the Education Department of any changes in my enrollment/training status. I also understand that submitting false information may cause me to lose Tribal benefits. I further understand that I must maintain at least a 2.0 GPA or be placed on Probation. I agree to follow the current Scholarship/Training Guidelines.

Applicant's Signature Date

RELEASE OF INFORMATION

I hereby authorize (school or training site) _____ to release my School Billing, Grades/Progress Report, Enrollment, Financial Aid Report, Attendance Report To: The Education Department, Eastern Shawnee Tribe of Oklahoma, 10100 S. Bluejacket Rd, Wyandotte, OK 74370. Ph: 918-238-2424; Fax:(888) 972-1834; Email: Amber (amittag@estoo.net)

Applicant's Signature Student ID _____ Date _____