



CITIZEN POTAWATOMI NATION DEPARTMENT OF EDUCATION

SCHOLARSHIP POLICY HANDBOOK

SEPTEMBER 2024

LAND ACKNOWLEDGEMENT

The land that is now Oklahoma is the homeland of the Wichita, Caddo, Apache, Comanche, Kiowa, and Osage. It is also the homeland of many non-human relations that were negatively impacted by settler colonialism, which forced the people who cared for them into reservations. The Potawatomi do not belong to this land. We belong to the lands in the Great Lakes region, where food grows on water. Many Potawatomi remain there to this day, but Citizen Potawatomi came to Oklahoma through a mix of forced removals, allotment, and broken treaties. Today, the Citizen Potawatomi Nation is headquartered south of Shawnee, Oklahoma, and tribal members live across the United States and around the globe. We continue to practice our traditional teachings and uphold our traditional values as we look to building a world for all our relations for the next Seven Generations and beyond.

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OVERVIEW

The Citizen Potawatomi Nation is the federally-recognized government of the Potawatomi people. The Nation exercises governmental sovereignty and offers many services to its citizens and to Native Americans throughout its tribal jurisdiction. These services include: Housing, Community, Education, Health, Veterans, Elder, and Career Services.

CPN Department of Education Mission Statement

We fan the flames of the Seventh Fire for the next seven generations by connecting Citizen Potawatomi to their Nation through support of their learning goals.

CPN Department of Education Values

Based on the Noek Nmeshomesek (Seven Grandfathers) teachings, the following values guide our work:

- Wisdom – Lead by example by committing to continued learning.
- Love – Carry out responsibilities with passion.
- Respect – Honor every person with whom we interact.
- Bravery – Encourage students to be brave by taking the next step in their education.
- Honesty – Ground our conversations in honesty and straightforward compassion.
- Humility – Understand and model that we do not have all the answers.
- Truth – All seven teachings together prepare us for the next seven generations.

CPN Department of Education Services:

We fulfill our mission and values by supporting students in a number of ways, including the following:

- Personalized college advising
- Internship identification and/or development
- Tribal Scholarship administration
- University partnerships

CPN Department of Education Contact Information

Email: education@potawatomi.org

Phone: 405-695-6028

Toll-Free Phone: 1-800-880-9880

Address: 1601 S. Gordon Cooper Drive
Shawnee, OK 74801

SCHOLARSHIP ELIGIBILITY

1. Students must be a current CPN tribal member.
 - a. No pending tribal members can receive a scholarship. Once they have been approved and membership has been granted, they can begin applying for scholarships pertaining to any semester after tribal enrollment has been completed.
2. Students must be pursuing an associate's degree or beyond at a regionally accredited, **not-for-profit** institution.
 - a. As of the Spring 2019 scholarship period, all new Ph.D. scholarships will be conditional. Students will be subject to additional review before approval. See Ph.D. Funding for more details.
 - b. As of the Spring 2019 scholarship period, the Tribal Scholarship will only fund one degree per type per student. For example, once a student has been funded for a bachelor's degree, they will be ineligible to receive funding for a second bachelor's degree. Should a student believe that special circumstances merit a reconsideration of this policy, he or she may submit an appeal.
 - c. As of Summer 2020, CPN Department of Education will no longer fund proprietary, or "for-profit", institutions. For more information regarding this policy, please see **Proprietary Institutions**.
3. Students must maintain a 2.5 or above GPA.
 - a. To prove eligibility, students must upload a grade document that demonstrates a current, cumulative (overall) grade point average (GPA) at a regionally accredited college institution or high school of a 2.5 or higher on a 4.0 scale.
 - b. The grade document must show grades for the most recent semester they attended school. If the student has received the scholarship in the past, the grade document must show the grades from the most recently awarded semester as well.
 - c. Any letter grade other than a W, AW, F, D, C, B, or A, must be clarified by the institution for the grade document to be approved by the CPN Department of Education.
 - d. If a student's institution uses a scale other than 4.0, the GPA will be converted to a 4.0 scale by the student's institution before eligibility is considered.
 - e. If a student shows a cumulative GPA lower than a 2.5, then CPN Department of Education will consider the previous semester's GPA. If it is above a 2.5, the scholarship will be awarded.
 - f. If both the cumulative and previous semester GPA are lower than 2.5, the student will be placed on probation. Students are allowed one probation semester while receiving the Tribal Scholarship. The scholarship is awarded during the semester, but students are asked to work with their advisors to ensure their grades are improved going forward to avoid a rejection in future semesters.
 - g. If the student has already been awarded one semester of probation, and the term AND cumulative GPA are still not above the 2.5 minimum threshold, the student's application will be rejected due to low GPA. Students may wish to appeal this decision if they feel extenuating circumstances were the cause of the low GPA. For more information regarding the appeal process, please see the Scholarship Appeal section below.
 - h. For the purposes of getting a student off probation, if a school does not count developmental courses as part of a student's GPA, the department will calculate the student's GPA including those courses. Audit courses do not get factored into a student's GPA.
 - i. If an institution (such as medical school) does not provide a GPA, a student must provide documentation demonstrating good standing and progress at their institution.
 - j. As of Spring 2025, if a student takes all pass/fail courses and does not receive a GPA for any given funded semester, they must pass 2/3 or equivalent of their classes per semester, including at Western Governor's University and other institutions that do not give students GPAs.

DEGREE TYPES

There are two pathways for educational assistance provided by the Citizen Potawatomi Nation:

1. The Department of Education offers the Tribal Scholarship for students pursuing a degree from a regionally accredited, not-for-profit institution. Students who qualify for this pathway must complete the scholarship application at portal.potawatomi.org within the designated fall, spring, and summer application periods.
 - a. Unless a student provides an official enrollment verification from their school's registrar stating otherwise, students are considered either full-time or part-time under this pathway based on the following matrix:

STUDENT STATUS MATRIX

UNDERGRADUATE

GRADUATE

PART-TIME

11 credits or fewer

8 credits or fewer

FULL-TIME

12+ credits

9+ credits

- b. Full-time students receive \$2,000 each semester, while part-time students receive \$750 each semester.
2. The Workforce and Social Services Department (WSS) supports students working toward vocational, technical, and certificate programs. Students who qualify for this pathway must complete WSS's paper application. For more information about this program, please contact Kandi McCracken by telephone at 405-878-3854 or by e-mail at kandi.mccracken@potawatomi.org.
 - a. Scholarships must demonstrate progress toward a concrete educational goal.
 - b. Funding will be paid directly to institution up to the amount of tuition but not in excess of \$2,000 per semester.
 - c. All incarcerated students will be placed on this pathway. For more details on incarcerated student policies, please see the Incarcerated Students section on page 13.
 - d. Graduate-level certificates are not eligible for funding.

PH.D. PROGRAMS

As of the Spring 2019 scholarship period, all new non-medical/non-legal doctoral program applications will be subject to additional review before a scholarship decision is reached. These applications will be reviewed by committee on a case-by-case basis. When filling out the application, please be sure to put your terminal degree as the degree pursuing. If the degree program you are in will award a master's degree and a doctorate degree, the committee will consider that in their review. In the event that a master's level program leads directly into a doctorate level program, the committee will review the student's program once the master's degree has been awarded. When applying for a doctoral program, students will be required to answer multiple essay prompts:

- Why is this doctorate necessary to advance your career?
- How do you plan to use this doctorate degree to improve your life and improve your local/tribal community?
- Doctoral programs are a significant financial investment for the tribe. Please explain how this funding will be necessary for you to pursue this degree.
- Please, to the best of your ability, provide a clear timeline for your program and give an expected completion date.

Students may also upload supporting documents from colleagues, faculty, or employers to help give a clearer understanding of their pursuit of a doctorate degree. During committee review, the student may be asked follow-up questions regarding their application. These questions must be answered by the scholarship deadline for the committee to make a decision.

FULL-TIME/PART-TIME STATUS

- A student's status will be determined based on an uploaded schedule to the scholarship application from the regionally accredited institution for the semester for which they are applying.
 - Only official enrollment verification form from the school's registrar will be accepted as documentation for student status confirmation. As of Spring 2020, letters from faculty will no longer be accepted documentation.
 - The schedule must show the total number of classes and credits for the semester for which a student is applying. Students who do not provide schedules with credit hours can be approved for the part time scholarship, but only for part time.
- Full-time and part-time status are considered based on the credit breakdown included in the following Student Status Matrix:

STUDENT STATUS MATRIX		
	PART-TIME	FULL-TIME
UNDERGRADUATE	11 credits or fewer	12+ credits
GRADUATE	8 credits or fewer	9+ credits
- If a student is taking fewer than the required hours for full-time status, they may submit official documentation from their school stating that their school considers them full-time in order to be eligible for the full-time scholarship. This documentation can be uploaded on the "Other" space on the application or emailed to college@potawatomi.org.
 - Without such documentation, a student will be automatically considered full-time or part-time based on the Student Status Matrix.
- If a student withdraws from courses and changes status after being awarded a CPN tribal scholarship, they will be required to pay back the difference incurred by the change in status. Please see **Owing Back Funding** for more details about this policy.
- If a student enrolls in more classes and changes status from part-time to full-time after receiving a CPN Tribal Scholarship, they may email an updated schedule to education@potawatomi.org and receive additional funds to bring their award up to the full-time amount.

SCHOLARSHIP APPLICATION POLICIES

- Prospective students must complete an online application at portal.potawatomi.org each semester.
- To receive a scholarship each semester, students must apply during the scholarship period for which they are seeking funding. The scholarship periods mainly correspond with schools who operate on a semester system. If you are attending a school that operates on a quarter or otherwise non-semester system, please review the 'Quarter and Non-Semester System Institutions' section for more information. The deadline dates for the application are below.

Fall	Spring	Summer
Opens: July 15 8am CT Closes: September 15 5pm CT	Opens: November 15 8am CT Closes: February 15 5pm CT	Opens: March 15 8am CT Closes: June 15 5pm CT

- Only students currently on the CPN Tribal Rolls will be eligible for the tribal scholarship; pending applications will not be considered. See "Tribal Rolls Information" for more details.
- Students who will be receiving the scholarship should create and manage their portal profile. The CPN Department of Education intends that the student takes ownership over the scholarship process, and the correspondence sent out by the Department of Education is intended to be received by the student. If someone other than the student applies for the Tribal Scholarship, and the name listed on the uploaded documents do not match the name on the account, the application will be void, and the student will be required to apply under their account.
- Students will be required to provide two documents when applying for the scholarship. Documents must be a .PDF, .JPEG, or .PNG non-editable file type and be under 3 MB each. All information requested must be in the same file/document. Multiple screenshots/files will not be admissible. The two required documents are:

- a. Unofficial transcript, which includes their full name, cumulative GPA, and institution. If a student has received the Tribal Scholarship in the past, the transcript must include the grades from the most recent scholarship received or else the application will be considered INCOMPLETE, and further documentation will need to be provided by the student before the scholarship deadline passes. First time applicants may use a high school transcript.
 - b. Class schedule, which includes their full name, institution, and enrolled courses for the semester they are applying for. The class schedule must show the number of credits for each course so that the CPN Department of Education can determine whether a student is considered full-time or part-time.
6. With all students and all documents provided, the department reserves the right to ask follow up questions and to see additional documentation. Refusal to answer additional questions or submit additional documentation by the deadline can result in your scholarship application being rejected.

TRIBAL SCHOLARSHIP APPLICATION REVIEW AND APPROVAL PROCESS

The CPN Department of Education makes every effort to review scholarship applications as they are submitted. During peak periods when hundreds of applications are submitted each week, staying up to date with new scholarship applications on a daily basis may not be possible. Other members of the department will assist the advisors as needed. The reviewer ensures that the following steps are completed:

1. The advisor opens the uploaded documents for the scholarship currently being applied for and reviews the information.
2. The advisor checks the transcript to ensure the cumulative GPA is 2.5 or above to meet the standard for the scholarship. If the cumulative GPA does not meet the requirement, the term GPA from the last completed term will be checked. Whichever one will better benefit the student is the one considered. If the student received a scholarship in the past, the advisor will make sure the semester it was awarded for was completed. If the student withdrew from any/all courses during the semester of his/her scholarship, this could result in scholarship funding owed back to CPN.
 - a. If it is the first time a student's GPA is below 2.5, the advisor will place them on probation, which means that they will receive the scholarship for that semester. Students are only allowed ONE semester of probation while receiving the Tribal Scholarship. An advisor will reach out to them to discuss methods of raising their grade point average.
3. The advisor checks the schedule document to verify full-time/part-time status. The number of credit hours needs to be clearly stated on the schedule document in order to consider a student full time. Names of courses only will result in a student being approved for part-time if no other document is received before the deadline.
4. If both of the aforementioned documents are acceptable, the advisor will look over the "Current Scholarship" screen and verify all information given matches the information from the uploaded documents.
5. The scholarship will be APPROVED, and an automated notification will be sent to the student letting them know the status change of their application.
6. If information wasn't complete on either/both of the documents uploaded (credit hours for current semester not listed, grades for semester of last scholarship not listed, etc.), the advisor will mark the application INCOMPLETE. The advisor will then mark on the Portal why the application was incomplete, and the student will receive an email informing them how they can fix the issue and submit their documents. Students can either log back into the Portal and upload the needed documents, or they can email their documents to education@potawatomi.org.
7. Once the student either uploads their documents or emails them to education@potawatomi.org and the advisor uploads them to the Portal, the advisor will ensure the appropriate information is on the documents and, if so, will make any necessary changes to the "Current Scholarship" screen and move the application to APPROVED. If the information still does not meet the requirements, the advisor will continue their correspondence with the student until the appropriate information is attached to the application.

8. In the event that during the review process an advisor discovers that a student owes scholarship back to the CPN due to a changed status, the advisor will record this information and the amount owed on the student's profile on the Portal. An automatic email will be sent to the student explaining the debt and next steps. The current scholarship will be reduced to cover the amount of funding owed.
9. As the scholarship deadline approaches, the advisors will increase their efforts to make contact with students who have applications with an INCOMPLETE status. Multiple emails, phone calls, and text messages will be sent to remind the student of their INCOMPLETE status and what they need to do to ensure they receive funding.
10. If the deadline passes and there are still students marked INCOMPLETE, their application will be REJECTED, and they will not receive funding for the current semester. Students are welcome to submit appeals for two weeks after the scholarship closes for reasons of LOW GPA and MISSED DEADLINE. After the two week appeal window closes, no more applications will be reviewed until the next scholarship opens. Please see Scholarship Appeal for more information on this process.

SCHOLARSHIP APPEAL

Students who experience special circumstances may appeal a tribal scholarship rejection or missed deadline. Only the scholarship applicant can appeal; no one can appeal on behalf of a student. Students must:

- a. Complete a Citizen Potawatomi Nation Tribal Scholarship Appeal Form through the Student Portal.
- b. Provide an explanation of the circumstances that led to the rejection and a plan of action to rectify the issue going forward.
- c. Students must submit appeals no later than two weeks after that semester's scholarship deadline has passed. No late appeals will be considered.
- d. A Citizen Potawatomi Nation Scholarship Committee will consider and review each Tribal Scholarship Appeal form and provide a final decision.
- e. Students will be notified of a decision via email.

Students may be granted only one appeal by the Department of Education during their educational journey.

OWING BACK FUNDING

1. If a student changes status after being awarded a CPN tribal scholarship, they will be required to pay back the difference incurred by the change in status.
 - a. Students who drop from full-time to part-time must pay back the difference between full-time and part-time (\$1,250).
 - b. Students who drop all courses after receiving a full-time scholarship must pay back \$2,000.
 - c. Students who drop all courses after receiving a part-time scholarship must pay back \$750.
2. Students will receive an emailed invoice to the email address on file with the amount owed and explanation of next steps.
 - a. Invoices remain on a student's account within the tribal finance department until the balance has been paid.
3. Any student who owes funding from a status change is not eligible to receive additional scholarship funding from the CPN Department of Education or Workforce and Social Services until they have paid the owed balance back in full.
 - a. If a student withdraws from courses before the scholarship funding has been applied, students may mail back the check.
 - b. If the scholarship check has already been cashed, the CPN Department of Education will automatically reduce the next scholarship amount by the balance owed.
 - c. Should a student not attend the following semester, the student is responsible for paying the owed amount directly back to the CPN.

RETURNED SCHOLARSHIPS AND REISSUES

1. Scholarship Reissue
 - a. After four weeks have passed from the initial mailed date, the CPN accounting department will verify that the check has not been cashed. If it has not been cashed, they will stop payment and can reissue the check. The address, and any other relevant information, must be confirmed by the student before the new check is mailed.
2. Returned Scholarship Checks
 - a. If a scholarship check is returned due to bad address or other reasons, the CPN Department of Education will contact the student to verify all information is correct and mail out the check again.
3. The CPN Accounting Department provides annual reports listing students who have not cashed their tribal scholarship checks. The CPN Department of Education makes every effort to contact all students listed to discuss why the check has not been cashed and request a reissue where appropriate. However, the CPN Department of Education will not provide a reissue for any checks more than a year after the check date has passed.

SPECIFIC UNIVERSITY OR PROGRAM POLICIES

1. Student receiving Veteran's Administration (VA) benefits who are seeking the CPN tribal scholarship in their name only must upload a document demonstrating the VA financially covers the student's semester.
2. West Point University is considered paid in full because of the student's military obligations.
3. Western Governor's University operates on a 6-month block schedule. Therefore, students may only apply for two CPN scholarships per year.
4. Medical students have various different types of credit classifications and therefore are required to verify their full-time status.
5. International students have various different types of credit classifications and semester types and therefore are required to verify full-time status, credit totals, and any other relevant information to help the CPN Department of Education in order determine the status of their scholarship.

QUARTER AND NON-SEMESTER INSTITUTIONS

The CPN Department of Education awards Tribal Scholarships to thousands of students every year who attend hundreds of different institutions. A majority of the students who receive the scholarship attend schools that operate on semesters, so the scholarships were named for the corresponding semester in which they are awarded. For quarter and non-semester system students, the CPN Tribal Scholarship will be applied in the following ways as of Fall 2021:

1. Quarter System
 - a. While the naming conventions may not match up, students attending quarter system schools will be allowed to use the scholarship funding in the following way ONLY.
 - Fall Semester Scholarship APPLIED TO Fall/Autumn Quarter
 - Spring Semester Scholarship APPLIED TO Winter Quarter
 - Summer Semester Scholarship APPLIED TO Spring Quarter
 - b. The documentation you upload to the Portal as part of the scholarship application must follow these guidelines to be considered for the scholarship.
2. Non-Semester System
 - a. If your school does not operate on semesters OR quarters (e.g. 8-week blocks), you may still apply for the Tribal Scholarship. Your application will be reviewed with the same considerations as a semester system student, meaning you will need to meet GPA requirements and enrollment thresholds (12 or more hours for full-time enrollment) for the scholarship period. Please note that if you are awarded a scholarship, you will need to show grades for all the courses for which you were awarded the scholarship before we can award you the next scholarship. For example, if you submit schedules for

two 8-week blocks with two classes each, we will need to see the grades for all four classes before we can award the next scholarship. The 8-week blocks must also not overlap scholarship applications. For example, if one block is considered the second block of the Fall scholarship, it cannot be used for the first block of the Spring scholarship.

PROPRIETARY INSTITUTIONS

Starting in the Summer 2020 semester, all new Citizen Potawatomi Nation tribal scholarship applications for students attending proprietary, or for-profit, schools will be rejected. The Citizen Potawatomi Nation will use the distinction granted by the accrediting agency to determine an institution's non-profit or for-profit status.

As of Spring 2020, students who were already attending a proprietary school received a grace period to adjust to this new policy, which allowed one calendar year (three semesters) to either complete their degree program or explore other options to complete their degree. After Spring 2021, tribal scholarship funding will no longer be granted for proprietary institutions. The Citizen Potawatomi Nation Department of Education encourages students to contact their advisor to discuss alternative options.

TRIBAL ROLLS INFORMATION

1. Students must be a current CPN tribal member to be eligible to receive the CPN tribal scholarship.
 - a. No pending tribal members can receive a scholarship. Once they have been approved and membership has been granted, they can begin applying for scholarships pertaining to any semester after tribal enrollment has been completed.
2. Since the CPN Education Portal is linked to the Tribal Rolls database, the name used for the scholarship must correspond to the name on the rolls.
 - a. To change their name, a student must contact Tribal Rolls department at (405) 878-5835 and submit a request. Students may also update their Tribal Rolls information through the Portal.
 - b. Once the name has been changed, a student should contact the Department of Education and notify them, either in writing or over the phone, at college@potawatomi.org or (405) 695-6028.

SCHOLARSHIP PRIVACY (FERPA)

1. The CPN Department of Education promotes individual responsibility by encouraging students to manage their own scholarship applications and awards. However, in some instances, a student may choose to share scholarship information with someone else.
2. The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents the right to review their child's education records and to request changes under limited circumstances. However, when a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. In compliance with this law, students must grant authorization for anyone other than themselves to access their scholarship information.
3. If a student would like to grant access to their academic records, they must list the individual on the scholarship application. As always, CPN respects a student's confidentiality. Specific details will be asked to verify the identity of the person calling. If someone who is not listed on the application tries to access a student's academic records, the CPN Department of Education will not release any information to them.

OKLAHOMA BAPTIST UNIVERSITY MBA PARTNER SCHOLARSHIP

1. The Citizen Potawatomi Nation has partnered with the Oklahoma Baptist University Master's in Business Administration program. Enrolled CPN tribal members who meet OBU academic standards are eligible to

- receive special tribal scholarship funding to cover tuition expenses over a two-year degree plan.
2. To receive the full scholarship amount, students are responsible for applying for an OBU Scholarship. Details will be provided by OBU.
 3. These students are allowed to take up to two courses each semester.
 4. Books, software, and fees are not included.
 5. The OBU MBA delivers online, on-ground, and blended opportunities for students.
 6. The CPN will not offer financial assistance for the Master's level certificate offered by OBU.
 7. Learn more about OBU's MBA program at okbu.edu/graduate/business/index.html. Prospective students must complete an online application at <https://portal.potawatomi.org> each semester. Upon review of the application, eligible applicants will be referred to the OBU admissions team to begin their application process.
 8. Under the Partner Scholarship, the CPN Department of Education pay OBU directly for the billed amount on a quarterly basis. Should any student change their status after this payment has been made, the steps listed in Owing Back Scholarship will be followed.
 9. As of Spring 2021, only 10 students will be able to be enrolled in the OBU MBA partnership at any given time. If the Department receives more applicants than there are available spaces, students will be placed on a waitlist and will be notified once a student leaves the program, either through graduation or withdrawal.
 - a. Since there are limited program spaces, students will need to answer three essay prompts before they are placed on the waitlist. The responses to these essays will be reviewed by a committee to determine if the MBA is necessary and logical for the student's career advancement. The essay prompts are:
 - Why is this MBA necessary to advance your career?
 - How do you plan to use this MBA degree to improve your life and improve your local community/tribal community?
 - Please explain how this partnership funding will be NECESSARY for you to pursue this degree.
 10. Once accepted into the program, students will have four years to complete the degree path. If a student must take an extended leave of absence, they risk being removed from the program and forfeiting their partnership scholarship."

INCARCERATED STUDENTS

11. Starting July 1, 2018, all incarcerated CPN tribal members seeking a Tribal Scholarship will go through the CPN Workforce Development and Social Services Department (WSS) instead of the CPN Department of Education.
12. WSS will require a paper application or online application to be submitted for each incarcerated students. There are no deadlines for submission.
13. To be eligible for a scholarship, the incarcerated student must meet the following criteria:
 - a. The student must be pursuing a major that will lead clearly to a career that does not conflict with the nature of their offense.
 - b. Each student will have a limit on the number of semesters that they are allowed to receive the scholarship. The WSS Education Counselor will review each individual student's case to determine that limit.
 - c. Students must be within three years of release to be eligible to receive the scholarship. The student must provide accurate documentation of projected release date as proof.
 - d. Student must also provide a recommendation letter from someone in the prison system who believes that the educational training is necessary and beneficial for the student. Examples of appropriate recommenders would be: the Warden, Education Director, Chaplain, etc.
14. Students may contact Kandi McCracken, the WSS Education Counselor, at 405-878-3854 or Kandi.mccracken@potawatomi.org with any questions.

TERMS & CONDITIONS

Student Status Change

I understand that my scholarship amount is determined by my student status. Should any changes occur to my full-time or part-time status, I will notify the CPN Department of Education immediately, as this may affect my funding amount. I understand that as the CPN Department of Education reviews each new application, they will compare its information to that which was submitted along with the previous application to ensure that I have completed the semester with the same status. I am aware that if I drop from full-time to part-time status or if I withdraw from all courses, I will be required to pay back the difference in funding before another scholarship award can be granted.

Application Submission

I understand that an automatic email will be sent to the email address listed on my account when my application has been submitted. I understand that this email serves as the only acceptable proof of submission. If I do not receive an automatic confirmation email, I understand that my submission has not been received by the CPN Department of Education and therefore will not be reviewed or awarded. If I experience any technical difficulty or if I have any doubt of my submission, I will contact the CPN Department of Education immediately because I understand that it is my responsibility to ensure my application has been submitted by the deadline.

Incomplete Applications

I understand that once my application is submitted through the online portal, the CPN Department of Education will review the application and documents submitted and notify me via email if my application is incomplete. I understand that I have until the posted deadline for that semester to complete my application. I understand that after the deadline has passed, incomplete applications will be canceled and those students will not receive the scholarship for that semester.

Scholarship Deadline

I understand that without exception, only applications submitted by the listed deadlines will be considered for scholarship awards. I understand that failure to submit my completed application by the deadline listed for the semester for which I am applying will result in loss of scholarship funding.

Fall	Spring	Summer
Opens: July 15 8am CT Closes: September 15 5pm CT	Opens: November 15 8am CT Closes: February 15 5pm CT	Opens: March 15 8am CT Closes: June 15 5pm CT

Scholarship Checks

I understand that by default, all scholarships are awarded in both the name of the school I am attending and my name, and I must work with my institution to disburse my funding. I understand that to have the scholarship made directly to me only or the school only, I must identify this on the scholarship application and provide the requested documentation. I understand that failure to comply with these terms will result in the scholarship being made out to the school and my name and that I cannot cash the scholarship at any place other than my school.

Institution

I understand that I am only eligible to receive a scholarship award if I am attending a regionally accredited institution as determined by the U.S. Department of Education and the CPN Department of Education. I also understand that in order to be eligible, I must be pursuing an associate, bachelor's, master's, or doctoral degree. I understand that submitting information that is not in accordance with the policies listed above means that my scholarship application will be denied. Furthermore, I understand that if I am awarded a scholarship and the information I provided is later found not to be in accordance with these policies, I will be required to return the funding.

Outside Aid

I understand that it is my responsibility to report all outside aid (including the Citizen Potawatomi Nation Tribal Scholarship) to my institution, and failure to do so can be considered financial aid fraud. According to the federal student aid guidance provided at FAFSA.gov, “A scholarship will affect your other student aid because all your student aid added together can’t be more than your cost of attendance at your college or career school. So, you’ll need to let your school know if you’ve been awarded a scholarship so that the financial aid office can subtract that amount from your cost of attendance (and from certain other aid, such as loans, that you might have been offered). Then, any amount left can be covered by other financial aid for which you’re eligible. Questions? Ask your financial aid office.”

Falsified or Misleading Documents

I confirm the documentation I submitted for the CPN Tribal Scholarship is true and accurate to the best of my knowledge. I understand if it is discovered falsified or misleading documents were submitted by the staff of the CPN Department of Education, I may forfeit the current scholarship, as well as future scholarships.

CPN Reserved Rights

I understand that the Citizen Potawatomi Nation Department of Education reserves the right to request official transcripts and/or Family and Educational Rights and Privacy Act (FERPA) access as a condition of scholarship receipt. Such a request will be made when the department sees a need to confirm information provided by the student.

Room and Board only

I know that I have asked that the scholarship check be designated for room and board only. I understand that if I am in university housing, these funds will not be applied to tuition or fees. I understand that if I do not live in university housing, this means the school may not apply the funds to my bill and it is still my responsibility to pay my balance.