

OHKAY OWINGEH SCHOLARSHIP
 Ohkay Owingeh Department of Education
 PO Box 1269
 Ohkay Owingeh, NM 87566
 (505) 852-3477



GENERAL INFORMATION

NATURE OF THE SCHOLARSHIP PROGRAM

The Pueblo of San Juan Department of Education, governed by the Ohkay Owingeh Board of Education, has developed a scholarship through funds set aside by the Tribal Council. These funds are available to Ohkay Owingeh tribal members and are not intended to replace other sources of aid such as Pell Grant, SEOG, SSIG, CWS, and Veterans Benefits, etc. The Board of Education has the authority to set guidelines, by-laws, policies, procedures, and review and act upon all scholarship applications.

The Ohkay Owingeh Scholarship was established with the intent of financially assisting each student/member of Ohkay Owingeh who is seeking a first time certificate or undergraduate college degree. The Tribal Scholarship will not be based on a financial needs analysis form. Recipients are determined through a first-come, first-serve basis. The scholarship program provides funding assistance to 30 applicants per award period for the Fall and Spring semester.

The summer semester is determined on fund availability.

SCHOLARSHIP FUNDING			
Enrollment Status	Full-Time 12 or more hrs.	1/2 Time 6 to 11 hrs.	Less than 1/2 Time 1 to 5 hrs.
All Students	\$600	\$300	\$150
Community Service Hours	20 hrs	15 hrs	10 hrs

ELIGIBILITY REQUIREMENTS FOR COLLEGE BOUND STUDENTS:

For an applicant to receive a scholarship from the Ohkay Owingeh Department of Education, he/she must meet all the following requirements:

- Be an enrolled and verified member of Ohkay Owingeh Tribe.
- Must be accepted and provide proof of enrollment in an accredited college, university, or vocational/technical school.
- Be pursuing a first-time certificate, degree at an accredited college, university, or vocational/technical program.
- Must submit a completed application to the Ohkay Owingeh Department of Education.
- Complete Community Service hours for semester/term funded (see above chart for number of hours). All community service must be completed within Ohkay Owingeh Tribe. SEE
- ATTACHED TRIBAL RESOLUTION.
- All students are required to meet with their school's Academic and Financial Aid advisor.
- For continuing students, each will be required to maintain a "C" average (2.0).

IT IS THE RESPONSIBILITY OF THE APPLICANT TO FOLLOW-UP OR REQUEST NEEDED ITEMS TO COMPLETE THEIR FILE. THIS IS NOT THE RESPONSIBILITY OF THE DEPARTMENT OF EDUCATION.

HOW TO APPLY:

Each applicant who applies for the Ohkay Owingeh Scholarship should complete and submit the following:

<i>APPLICATION FORM</i>	Answer all applicable questions on the form.
<i>TRANSCRIPTS</i>	Official Transcripts from the last school attended (high school or college.)
<i>PROGRAM OR COLLEGE ADMISSION</i>	Letter of acceptance from the college or university program you will attend. Note: Your scholarship application does not serve as your application for college or program admission.
<i>CERTIFICATE Of TRIBAL ENROLLMENT</i>	Each applicant must submit to the scholarship program a signed Certificate of Tribal Enrollment.

NOTE: ONLY COMPLETED APPLICATION PACKETS WILL BE ACCEPTED.

THE COLLEGE/ UNIVERSITY FINANCIAL AID OFFICE

All applicants should apply for Federal Financial Aid. Financial aid consists of Pell Grants, Supplemental Educational Opportunity Grants (SEOG), State Student Incentive Grants (SSIG) which is available through the Financial Aid office at each institution. Funding awarded from these scholarships must be applied toward college expenses.

AWARD PROCESS

- **APPLICATION & DEADLINE**

Upon receipt of the Ohkay Owingeh Scholarship application, the Ohkay Owingeh Department of Education will inform the applicant of any further documents required in completing his/her application packet. The Education Coordinator will schedule a meeting with the applicant to assist that applicant in pursuing scholarships and financial aid from other types of funding sources if that collaboration is not already taking place. The deadline to complete the application process will be posted each award period as follows: Fall - June 30th, Spring - December 30th. Summer - April 30th (based on availability of funds).

- **AWARD DETERMINATION**

Once the application packet is complete, the Ohkay Owingeh Board of Education will review and finalize the decision of the award.

- **NOTIFICATION OF DECISION**

Once the application packet has been approved, the Ohkay Owingeh Department of Education will notify the student on the decision. An award letter for the term approved will be sent to the applicant along with a Community Service Verification form. The award letter must be signed by the applicant and returned to the Ohkay Owingeh Department of Education. If the application is denied, the applicant will receive an explanation in writing from the Ohkay Owingeh Department of Education.

SATISFACTORY ACADEMIC PROGRESS

All students are required to meet the following minimum standards:

- Minimum grade point average per. semester/quarter/trimester: 2.0 G.P.A.
- All students shall provide the Ohkay Owingeh Department of Education with a copy of their official transcript following the end of each semester/quarter/trimester. Continuing applications will not be considered without a copy of the student's latest transcripts.

COMMUNITY SERVICE

The Ohkay Owingeh Tribe is committed to retaining their people for the benefit of the community. As part of this initiative, each scholarship recipient is required to fulfill an established number of community service hours within the Ohkay Owingeh Tribe for each award period. **The Community Service must be approved by the Ohkay Owingeh Department of Education before service is performed.** It is in the best interest of the student to fulfill their community service with their desired field or major. SEE ATTACHED RESOLUTION.

CONTINUATION OF SCHOLARSHIP

Scholarships will only be awarded once in the Fall and once in the Spring regardless of applicants school calendar. Official transcripts must be provided at the end of each semester/quarter/trimester. At the beginning of each academic year, the student is responsible for submitting to the Ohkay Owingeh Department of Education the following items:

- Continuing Application
- Official Grades/Transcripts
- Completed Community Service Form (20 hours)
- New Schedule of classes for next semester/quarter/trimester

WITHDRAWALS & REPAYMENTS

Students should not withdraw from school except for the most urgent reasons and only after the Ohkay Owingeh Department of Education has been notified in writing and consulted about any problems.

Adding and dropping classes while increasing or maintaining the same number of credits does not require notification of the Ohkay Owingeh Department of Education.

A student who withdraws from classes below the number of credit hours funded without prior approval from Ohkay Owingeh Department of Education, must reimburse the Tribe the dollar amount of that class as well as for books. If the amount is not paid in full, the student will not be eligible for future funding and will be suspended from the program.

SUSPENSION FROM COLLEGE/ UNIVERSITY

A student suspended from the school in which he/she is attending will not receive any financial assistance from the Ohkay Owingeh Department of Education during the term of suspension and for the following term. A student may reapply and be reinstated after suspension is lifted at the institute of attendance. Reimbursements may be required of the student if the funds were awarded at the beginning of the term of suspension. The decision will be at the discretion of the Ohkay Owingeh Board of Education.

RE-APPLICATION

If a student has a break of one or more semesters, then a complete application packet must be resubmitted and approved for the awarding of a scholarship.

PROBATION

A student must receive a grade point average of a 2.0 in order to be in good standing. If this grade point average is not met, the student will be placed on probation. In order to remain in good standing, lift the probation and receive continued funding, the student must maintain a 2.0 for the following semester. If they receive a 2.0, but the cumulative grade point average is still below a 2.0, they will remain on probation. If the 2.0 or better is enough to raise the cumulative grade point average to a 2.0 or better, they will be released from their probation.

SUSPENSION

A student who is currently on probation and receives less than a 2.0 grade point average for the semester will be placed on suspension. The student will attend school the next semester without Tribal assistance and must maintain a 2.0 grade point average for the semester in order to receive funding for the next term through the Ohkay Owingeh Department of Education. Once this is attained, the student will once again be placed on probation until he/she has a 2.0 cumulative grade point average and will be in good standing. **Definition:** Cumulative Grade Point Average - A student's overall G. P. A.

A student who withdraws from one or more classes, without prior approval from the Ohkay Owingeh Department of Education, will reimburse the Tribe the dollar amount of that class as well as for books. If the amount is not paid in full, the student will not be eligible for future funding and will be suspended from the program.

REINSTATEMENT

If a student did not meet the minimum academic requirements for a semester, trimester, or quarter will have funds from the Ohkay Owingeh Department of Education cease until the next semester. At that point, a student may be reinstated for a scholarship award if the student reapplies and meets all requirements for awarding of a scholarship.

HEARING

If a student is denied funding by the Ohkay Owingeh Department of Education, they may request a review of the decision by following these steps:

- The student must write to the Education Coordinator regarding the decision within seven (7) working days after the decision was postmarked to the student. The student must have new or additional information that will effect the reconsideration of the scholarship award.
- The student may present this new information before the Board. The Education Coordinator will inform the Ohkay Owingeh Board of Education of the new information and a date will be set to review the new and additional information in order to reconsider the decision.
- This review must happen within ten (10) working days after the Ohkay Owingeh Department of Education has received the student's submission of new information.
- The Ohkay Owingeh Board of Education will review the new additional information and make a decision. The decision of the Board will be **final**.
- The student will be notified of the Board's decision on funding within two (2) working days of the Board's review.

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