



Po'Pay Scholarship
Ohkay Owingeh Department of Education
P.O. Box 1269
Ohkay Owingeh, NM 87566
(505) 852-3477

NATURE OF THE SCHOLARSHIP PROGRAM: The Ohkay Owingeh Department of Education's Po'Pay Scholarship provides funding to eligible Ohkay Owingeh Tribal members who are pursuing a first time undergraduate Associates (AA, AAS) or Baccalaureate degree (BA, BS, BFA, BBA etc.) through an accredited two or four year college/university. Federal Higher Education funds are appropriated under P.L. 93-638 by Congress to supplement other financial aid resources received through the college/university under Federal and State financial assistance program, such as; Pell Grant, Work Study, SEOG, SSIG.

Eligibility Requirements

Applicants must meet the following requirements for consideration of the Po'Pay Scholarship:

- OHKAY OWINGEH TRIBAL MEMBER
- ATTENDING AN ACCREDITED COLLEGE/ UNIVERSITY
- CONSIDERED A FULL-TIME STUDENT
- RECIPIENT OF FINANCIAL AID
- PURSUING A FIRST TIME 2 OR 4 YEAR DEGREE
- BE WILLING TO COMPLETE COMMUNITY SERVICE HOURS

Application Deadlines

Each applicant who applies for a scholarship must submit a completed application packet to the Ohkay Owingeh Department of Education office by 5:00 p.m. of the deadline date set by the Ohkay Owingeh Department of Education. *Application packets must either be hand-delivered or mailed.* Application packets received or postmarked after the deadline date will not be accepted.

| SEMESTER | DEADLINE |
|-----------------|-----------------|
| Spring | December 30th |
| Fall | June 30th |

Application Requirements

A completed scholarship application is required every semester to confirm address, phone number, email address, dependent/independent status and degree plans. **Failure to complete any of the following will jeopardize the applicant's eligibility for funding.**

A. SCHOLARSHIP APPLICATION - All Students

Initial applicants pursuing a first time, associates or baccalaureate degree or past recipients who have not attended school for one or more terms and have not received a first time baccalaureate degree must complete a *New Student Application*.

B. SCHOLARSHIP RECIPIENTS-CONTINUING STUDENTS

Community service must be completed and a community service verification form must be submitted with your application packet by 5:00 p.m. of the deadline date.

C. PRIVACY STATEMENT

In accordance with the Privacy Act of 1974, you must complete the Privacy Statement included with the scholarship application packet. Note: Your application and awards will be discussed only with you and the appropriate college/university personnel.

D. TRANSCRIPT

1. First Time Applicants with less than 24 college credit hours must provide an official high school transcript (showing your ACT or SAT scores) or GED Certification.
2. Every applicant is required to submit an official transcript from the educational institution (i.e., college, university and/or vocational/technical school) he or she previously attended.

NOTE: Transcripts will be accepted by the Education Office only if received directly from the institution and presented in a sealed envelope. Photocopies, Advisement Transcripts, or Unofficial Transcripts will not be accepted.

E. COLLEGE ADMISSION - First Time Applicants

Submit a copy of your letter of acceptance as a degree-seeking student from an accredited 2 or 4 year college/university you plan to attend (the Scholarship application is NOT an application for college admission). Call us if you have any questions or need assistance with college admissions

F. CERTIFICATE OF TRIBAL VERIFICATION -First Time Applicants

Each first time applicant must submit an officially signed Certificate of Tribal Enrollment issued by Ohkay Owingeh. This document can be obtained at the Ohkay Owingeh Governor's Office from the Tribal Enrollment Clerk.

G. COMMUNITY SERVICE

All scholarship recipients must complete a minimum required 20 hours of community service within Ohkay Owingeh. Community service can only be completed after an award has been disbursed.

TRIBAL NEEDS ANALYSIS

Complete the top portion of the Tribal Needs Analysis and submit the form to your Financial Aid Office at the college or university you are attending. Only the Financial Aid advisor at your school can complete this form.

APPLICANT - It is YOUR responsibility to follow-up and be sure the Financial Aid Officer (FAO) submits the Tribal Needs Analysis to the Ohkay Owingeh Department of Education Program on time.

H. PERSONAL STATEMENT –First Time Applicants

A personal statement describing who you are, any activities you have been involved in, your personal and professional goals must be included with your application. Please type or legibly print your personal statement(maximum length two pages).

I. DEADLINES

Deadlines are adhered to strictly by the Ohkay Owingeh Higher Education Program. Applicants must submit signed and completed documents prior to or by the deadlines listed on page 1. If mailing the application packet the envelope must be postmarked by the deadline.

IT IS YOUR RESPONSIBILITY to ensure all documents are received in the Ohkay Owingeh Department of Education office by the appropriate deadline. It is not the responsibility of the Ohkay Owingeh Department of Education staff. If you are unsure of or have questions about the status of your application, please call our office. (See page 1 for schedule of deadlines)

J. REVIEW PROCESS

The review process is conducted during the second Thursday immediately following the closing date of the application process. Upon approval of applications, scholarship disbursement will begin the first month of the semester (i.e., Fall=September, Spring=January). Students attending Quarters or Trimesters shall observe the same application deadlines.

K. MAXIMUM NUMBER OF TERMS FUNDED

The maximum number of terms that a student will be funded is in accordance to proposed federal regulations

- a) 5 year program -10 semesters/15quarters
- b) Students may request funding for ONE full-time summer semester, if it will enable the student to graduate within a 12 month period and if funds are available.
- c) Summer attendance counts as one semester of total eligibility.

Student Responsibility

1. All students must be considered full-time (12 or more credit hours) at all times at the college or university for each semester/quarter in order to continue to receive funding for the Scholarship.
2. All students must seek academic advisement prior to registering for classes. For verification purposes a copy of your registration or class schedule must be sent to the Department Education by the end of the second week of classes. A photocopy or fax will meet this requirement.
3. All students must maintain their academic status as follows:
 - a) Undergraduates are required to maintain a semester G.P.A. of 2.0 or higher and successfully complete a minimum of 12 credit hours. Students must maintain full-time status throughout the entire semester.
 - b) EACH student is required to maintain the cumulative G.P.A. required by the college or university program enrolled in.
 - c) A student placed on academic, social probation or suspension by the institution will also be placed on such status by the Department of Education.
 - d)
4. All students are required at the end of each semester to submit an official copy of their final grades to the Department of Education. Failure to submit final grades will effect future funding.
5. All scholarship recipients must complete 20 hours of Community Service within Ohkay Owingeh for each award period.

Ohkay Owingeh is committed to retaining their people for the benefit of the community. It is not the intent of the Ohkay Owingeh to hinder the student's educational future, but an attempt to strengthen the community as a whole. All Community Service must be approved by the Department of Education before service is performed.

Probation

1. The Ohkay Owingeh Department of Education Office will place an undergraduate student on probation for the following reasons:
 - a) Low Semester G.P.A. of 1.50 -1.99 AND/OR
 - b) Completing only 9 -11 credit hours per semester, instead of the required minimum of 12 credits.
 - c) Being placed on probationary status at institution.
2. Any student whose grades fall in the 1.50 -1.99 G.P.A. range must seek the services of a student advisor, counselor and/or other tutorial services.
3. A graduate student will be placed on probation if completing only 6 - 8 credit hours and/or receiving a semester *G.P.A.* of 2.50 - 2.99.

4. A student placed on Academic Probation will be funded for one additional semester. He/she must raise his/her semester G.P.A. to 2.0/undergraduate (3.0/graduate) and the cumulative G.P.A. to a level acceptable to the institution during the probationary term.

Suspension

1. A student on Academic Probation who does not adequately raise his/her G.P.A. during the probation semester will be suspended from the Scholarship Program funding.
2. An undergraduate with a semester G.P.A. below 1.50 and/or completing fewer than 9 credit hours will automatically be placed on suspension without receiving any probationary funding.
3. Once a student receives a total of two semesters or probationary funding (attempting to attain the required G.P.A.), he/she will be subject to suspension rather than further probation.
4. Reinstatement will be based on the following:
 - a) The suspended student must attend full-time one (1) semester on his/her own resources.
 - b) Successfully complete that semester as a full-time student (undergraduate -12 hrs./2.0 g.p.a.)
 - c) graduate - 9 hrs./3.0 g.p.a.) and bring the cumulative G.P.A. to the acceptable level at that institution.

Grant Amounts

1. Once a student chooses a college or university, the Financial Aid Officer (FAO) prepares a Financial Needs Analysis. This is based on expected college-related expenses (tuition, books, room and board, etc.) minus expected resources available (PELL, SEOG, SSIG, CWS, Scholarships, etc.). "Unmet need" is the calculated amount of additional money a student will need to cover related expenses. The Scholarship awards are based on a **student's UNMET NEED. However, this does NOT mean that every student will be awarded his/her total unmet need.**
2. Tribal grant amounts are based on the Tribal Needs Analysis each student must submit to the college or university Financial Aid Office for completion every semester.
3. Tribal grants will not cover child-related expenses. A student's spouse is expected to contribute at least one half of the room and board allowance.
4. **Applicants who receive a "Zero" Unmet Need from their college or university are NOT eligible for tribal funding.**
5. After the Scholarship Award is made, requests for additional funding due to change of residence, marital status, additional dependents, or other reasons will not be considered during that term.

Graduate Students

If funds are available graduate students may also be considered. Graduate students will follow the same application process as an undergraduate student. Funding for Graduate students will be determined by the Board of Education on a case-by-case basis. Graduate students must provide proof of application to the American Indian Graduate Center, and to other funding resources and are required to complete 9 credit hours with a semester G.P.A. of 3.0 or higher. A graduate student with a semester G.P.A. below 2.50 and/or completing fewer than 6 credit hours will automatically be placed on suspension without receiving any probationary funding.

Student Loans

Educational loans obtained by a student and/or family **ARE NOT** the responsibility of the Ohkay Owingeh Department of Education. Federal regulations prohibit student loan repayment by tribal education programs.

Repayment

Each semester the student agrees to sign a legal contract stating that he/she will pay back all funds awarded by the Scholarship Program IF he/she withdraws completely during an academic semester. A student contacting the Ohkay Owingeh Department of Education staff prior to withdrawing may be given special consideration.

Ineligibility for Funding

Funding may be withheld for a number of reasons including:

- Incomplete application packet
- Application packet submitted after the deadline.
- False information provided on the application.
- Failure to attend Summer Orientation.
- Failure to obtain and submit mid-term grades, if requested to do so.
- Any other reason which is determined to show non-compliance according to the Ohkay Owingeh Board of Education.

Withdrawal from Classes or School

1. Students are discouraged from withdrawing except under the most extenuating circumstances and ONLY AFTER the Ohkay Owingeh Department of Education staff have been consulted and notified in writing. A student dropping even one credit hour below the required minimum must first contact the Office. However, adding and dropping classes while increasing or maintaining the same number of credits does not require notification of the Ohkay Owingeh Department of Education.
2. The student is responsible for charges owed to the school if he/she withdraws.

Grievance

1. **DEFINITION:** Dissatisfaction with one or more aspects of the Scholarship Program by a student(s), parents, community members or Tribal representatives. Any of the above (or a named representative) may file a grievance. The grievant shall be free from discrimination, coercion, or reprisal. The Ohkay Owingeh Department of Education Office shall make every effort to resolve grievances in an informal fashion. Examples for consideration of appeals include hardships caused by a death in the immediate family, major student illness, and other personal or family emergencies.
2. **PROCEDURES:** If a student is denied or unsatisfied with the Scholarship Program the student must follow these steps:
 - a) **GRIEVANT:** Will make his/her dissatisfaction known to the Ohkay Owingeh Department of Education, in writing, within seven (7) working days after the award/decision was post-marked to the student.
 - b) **EDUCATION DIRECTOR:** Will make every effort to resolve all issues at this level and provide written notification within five (5) working days of receipt of the written request of the grievant. If dissatisfied with the decision of the Director, the appellant may appeal directly to the Board of Education in writing within five (5) working days after the Director's decision is postmarked.
 - c) **BOARD OF EDUCATION:** Within five (5) working days of receipt of the second appeal, shall discuss the grievance with the grievant, Director, and other persons as deemed necessary by the Board. The Director will provide all relevant information to the Board. In addition to submitting a written request, the student is encouraged to have an oral hearing before the Board of Education. After a hearing, the Board will provide its written decision to the student within five (5) working days.
 - d) The decision of the Ohkay Owingeh Board of Education is FINAL.

As established through Tribal Resolution and Charter, the Ohkay Owingeh Board of Education has the authority to set guidelines, by-laws, policies and procedures. The Board of Education will review and act upon all scholarship applications once completed.

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