

## **TNV Scholarship Program Policy & Procedures**

### **Policy:**

The Tangirnaq Native Village Scholarship will maintain a viable and successful program that assists Tribal citizens in achieving their educational goals.

### **Procedures:**

1. Committee
  - a. The Citizen Engagement Committee, or a Scholarship sub-Committee approved to serve by the Citizen Engagement Committee, shall oversee and administer the Scholarship Program.
  - b. The Committee makes determinations on applicants, awards, and award amounts
  - c. The Committee sets requirements and deadlines that govern the scholarship process
  - d. The Committee will be called to session at least twice per year
    - i. Once to review prior year awards and outcomes, and to set requirements and deadlines for upcoming year
    - ii. Once to determine new awards for upcoming school year
    - iii. May be called or request to be called into session as needed
2. Staff
  - a. Tribal Operations staff will be the point of contact for applicants, process applications, collect documents, establish eligibility, and organize meetings of the Committee
  - b. Staff will communicate with and provide information to the Committee
  - c. Staff will document meeting outcomes and provide notifications of awards and denials
3. Eligibility
  - a. Applicants must be members of the Tangirnaq Native Village
  - b. Applicants must be accepted into an accredited college or university, or such other educational institution as the Committee may approve on a case-by-case basis
  - c. Graduate and trade school students will be considered after undergraduate students based on availability of funds
  - d. Preference will be given to applicants attending classes full time, as defined by the institution
  - e. Applicant must complete an application packet and provide all necessary supporting documents as requested by the Committee, by July 1 for college and graduate students or not less than 30 days prior to the start of class for other career enhancement and training students whose educational institution does not follow a traditional semester or quarter system. Late applications will not be considered absent extraordinary special circumstances.
  - f. Applicant must maintain a 2.5 GPA or higher each semester and Satisfactory Academic Progress as defined by their institution to maintain eligibility, unless otherwise approved by the Committee on a case-by-case basis
  - g. Applicant may not exceed ten semesters of support from program in pursuit of a single degree or

course of study. Future awards may be considered for applicants who have completed their studies and are now pursuing a new degree, based on availability of funds

- h. The scholarship is need based, using the budget forecast formula sheet provided by the financial office of the accepting college or university

#### 4. Award

- a. The scholarship Committee will review applications to determine the following:
  - i. Application completion
  - ii. Eligibility conditions met
  - iii. Number of approved applicants
  - iv. Funding priority
  - v. Number and reason of denied applicants
- b. Funding is determined by the following conditions:
  - i. Available funds
  - ii. Number of approved applicants
  - iii. Maximum scholarship amount of \$4,000 per student per year (\$2,000 per semester max or equivalent for quarters)
  - iv. Committee will divide up to the total available funding between applicants, not exceeding the annual/semester caps, to determine award amount. Individual need limits may reduce amount provided to certain applicants

#### 5. Notification

- a. Applicants will be notified within ten business days of Committee determinations

#### 6. Payments

- a. Initial payment will be made to the college or university no later than the 1st of September, or within 14 days of Committee determination, whichever is later
- b. Second semester payment or equivalent will not be made until transcripts of the prior semester are received by Tribal staff to ascertain continued eligibility