

PENOBSCOT NATION HIGHER EDUCATION COMMITTEE
Dept. of Education & Career Services, 12 Wabanaki Way, Indian Island, ME 04468
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APPLICATION PROCEDURE FOR HIGHER EDUCATION PROGRAMS

PLEASE READ THIS CAREFULLY AS CERTAIN THINGS HAVE CHANGED

When applying for scholarship assistance from the Penobscot Nation Higher Education Committee (PNHEC), please follow the application procedure that is explained below. By doing so, you will help to avoid unnecessary delays that can result in funding ineligibility.

Step #1 Application: Fill out the PNHEC Application form **completely**. Your application will be returned to you if there is any information missing. Return only the application to the PNHEC – **do not return the Needs Analysis form with the application**. First time applicants and continuing students who were not funded during the previous semester must also submit a copy of their letter of acceptance from their school or some other form of enrollment verification. **All students must submit a copy of your course schedule, each semester, showing credit hours**. Students who are applying for funding for four (4) and two (2) year degree programs, and certain training programs must complete the **Scholarship Application**. Students who are applying for funding for Master's level degree and higher (postgraduate) must complete the **Fellowship Application**.

- Fellowship applications (Postgraduate) do not need to complete the Needs Analysis Form. (See the reverse side of this document for the Fellowship Application checklist).
- **If you are applying for books and supplies only, you do not need to submit a Needs Analysis Form.**
- **Students must submit an unofficial copy of their transcripts or certificates earned each semester. Grades must be received before further funding can be released.**

Step #2 Financial Aid: You must apply for financial aid through the school that you will be attending (if there is aid available for the program you will be enrolled in). Contact the Financial Aid Office at the institution you will be attending to get all of the necessary forms and to find out what their deadlines are. Scholarships granted by the PNHEC are supplemental only. Please note that campus based financial aid must be applied for every year. You can apply for financial aid at FAFSA.gov, or contact your schools financial aid office- *it is recommended to apply early!*

Step #3 Needs Analysis and Additional Documentation: Complete the first section of the PNHEC Needs Analysis Form, which is attached to the application, making sure that you sign it in the space provided. After you have done this, *forward the form to the Financial Aid Office at the school you will be attending so they can complete the second section*. **Do not return the form to the PNHEC or it will be returned to you**. Your school will not be able to complete this until they have the results of your application for financial aid (see Step #2). It is the **applicant's responsibility** to make sure that the school returns this form to the PNHEC by the deadline. Students are strongly encouraged to follow-up with their Financial Aid office to make sure the Needs Analysis Form has been completed and forwarded to the PNHEC. No funding, with the exception of books and supplies, will be granted unless this form has been received by the deadline. Students requesting assistance with unmet tuition expenses must provide a detailed copy of a student bill before tuition payments will be sent. Students applying for the stipend must also submit verification of **all** household income and meet income eligibility guidelines. Students will not be awarded both tuition assistance and a stipend.

APPLICATION DEADLINES

Complete applications must be received by the following deadlines:

Fall Semester-**July 15th** Spring Semester-**November 15th** Summer Session-**May 1st** (if funding is available)

Continuing Student Verification Form- **December 15th** (this is mailed to you if you are enrolled in the Fall semester)

THE PENOBSCOT NATION'S SCHOLARSHIP PROGRAM DOES NOT QUALIFY STUDENTS FOR THE UNIVERSITY OF MAINE SCHOOL'S OR THE MAINE COMMUNITY COLLEGE'S INDIAN WAIVER PROGRAM. EACH CAMPUS ADMINISTERS ITS OWN WAIVER PROGRAM AND APPLICANTS MUST CONTACT THE CAMPUS THEY WILL BE ATTENDING TO APPLY FOR THE TUITION WAIVER AND ROOM & BOARD GRANT CONSIDERATION.

~See reverse side for Application Check-list~

25. Will attend: Full-time Part-time _____
26. Type of program: Certificate Diploma Associate Degree Bachelor Degree Other _____
27. Training program or college major you will be enrolled in: _____
28. Date you will start classes: _____ 29. Expected Date of Completion/Graduation: _____
30. How many total credit hours are required to earn your degree or to complete the program? _____
31. How many credit hours have you earned to date in this program? _____
32. What year student are you considered in this program? 1st 2nd 3rd 4th 5th more _____
33. Will you live: On-campus Off-campus With Parents Other _____
34. Do you have any previous experience or training in this field? Yes No If "Yes", please explain: _____
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35. Will you seek employment in this field upon completion of your program? Yes No If "No", please explain: _____

36. Do you have any source of income while in school or training? Yes No If "Yes", please explain: _____

37. Have you applied for Financial Aid through the school you will be attending? Yes No
 If "Yes", when did you apply? _____ If "No", is financial aid available? _____

Please note that scholarships will only be granted by the Penobscot Nation Higher Education Committee to those eligible students who have applied for campus based financial aid, provided that financial aid is available.

38. Have you, or will you, submit a Needs Analysis Form to your Financial Aid Office? Yes No

Needs analysis forms must be received by the PNHEC in order for your application to be complete. Please follow up with your financial aid institution to make sure they return the form to the PNHEC, by the deadline.

Please read the following before signing this application

I acknowledge that I have read the Penobscot Nation Department of Education and Career Services "Operating Policies and Procedures" for the Higher Education Scholarship Program. This includes the Higher Education Grant Program (HEGP) and Adult Vocational Training (AVT) Policies. Students may request a copy of the policy to be mailed to them or locate them at: <http://www.penobscotnation.org/Education/education.htm> I am aware these policies were most recently updated in March of 2013. I agree to these policies and understand and accept the terms and conditions.

USE OF FUNDS: "I declare that I will use any funds awarded to me by the Penobscot Nation Higher Education Committee for training and/or educational purposes only in connection with my attendance at the above named institution."

PRIVACY ACT & PAPERWORK REDUCTION ACT STATEMENT: This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974. Although furnishing personal information to this office is voluntary, failure to supply complete and accurate information may preclude the applicant from eligibility for assistance under this program. This information is being collected to determine eligibility of individuals applying for services. This information will be used to produce statistical records required of the Office of Indian Education Programs. Response to this request is required to obtain a benefit. "I hereby certify that the above information on this form is true and correct to the best of my knowledge and consent to the release of this information to necessary agencies to complete my financial aid package. I agree to provide the Penobscot Nation Higher Education Committee with all information that is requested in regard to this application."

Applicant's Signature

Date

DO NOT COMPLETE THIS SECTION, ADMINISTRATIVE OFFICE USE ONLY:

Tribal census number: _____

Continuing Student **New Student**

I have reviewed this application and believe the information provided to be true to the best of my knowledge. I recommend that this request for assistance be reviewed by the Penobscot Nation Higher Education Committee for possible funding.

PNHEC Staff: _____

Date: _____

