

Higher Education Scholarship

Student Handbook

2014-2015

Osage Nation

Department of Education

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Updates and Changes

Osage Nation Department of Education Higher Education Scholarship Application

If your school is on the **Semester/Trimester** system, pages 2 and 3 are due:

- Fall – August 1
- Spring – December 31
- Summer – May 1

*All other required documentation and pages 5 and 6 are due 30 days after the first deadline.

** PAGE 4 of the Application is the OPTIONAL Student Records Release Form. Students may choose not to release information to anyone. The Student Records Release Form will have no bearing on the student's eligibility for scholarship.

If your school is on the **Quarter or a Non-Term System**, pages 2 and 3 are due:

- Fall – September 1
- Winter – December 15
- Spring – March 15
- Summer – June 1

*All other required documentation and pages 5 and 6 are due 30 days after the first deadline.

** PAGE 4 of the Application is the OPTIONAL Student Records Release Form. Students may choose not to release information to anyone. The Student Records Release Form will have no bearing on the student's eligibility for scholarship.

Note: Students are encouraged to contact the Osage Nation Department of Education for assistance in completing the application after they have read the handbook thoroughly.

**Osage Nation Department of Education
Higher Education Scholarships and Incentives
Procedures**

The policy of the Osage Higher Education Scholarship is to assist Osage students attending career techs, associate colleges, baccalaureate universities, and research universities within the set guidelines for funding. The Osage Higher Education Scholarship is funded by Osage Tribal Revenue, the BIA, the Mary Tinker Scholarship Fund, the Morris E. & Ethel Carlton Wheeler Scholarship Trust.

I. Distribution of Applications

- a. Prospective students can call and/or email Osage Nation Department of Education to have applications mailed and/or emailed to them, or they can print the application from the Osage Nation Department of Education website.
- b. Prospective students can come into the office and pick up applications.
- c. Local high schools and some local colleges have the application packet available and will distribute to Osage students.
- d. If the students are continuing from the previous semester or quarter, applications are electronically sent out.

II. Requirements of the Applications

- a. The completed application must be submitted to the Department of Education by the deadline stipulated per semester or quarter.
- b. A copy of the student's Osage Nation Membership Card must be included.
- c. The financial aid package form or an actual cost statement from the Financial Aid Office of the school, to include cost of tuition, fees, books, room and board, and information regarding the student's Federal Aid must be sent to the Osage Nation Department of Education.
- d. Verification of enrollment signed or stamped by the Registrar's Office of the school must be included.
- e. A copy of the student's complete transcript from the previous semester must be sent to the Department of Education. Transcripts must show final grades for the last semester the student was awarded scholarship. If the student has just graduated from high school, he/she will need to include a copy of their final high school transcript.

- f. The student must have a term GPA of at least 2.0 to be eligible to receive the scholarship. Failure to do so will result in academic probation for one semester. If the student meets GPA requirements, probation will be lifted. If GPA requirements are not met while on the academic probation period the student will be removed from the scholarship program. The student can re-apply when they provide a transcript with the required GPA of 2.0.
- g. All policies referring to eligibility, hardship, probation, withdrawal, and incentives apply to the quarter system the same as to the semester system.

III. Third-Party Release of Records

The Osage Nation Department of Education will not release information of any kind concerning a student without a signed release on file, at the Osage Nation Department of Education.

IV. Intake of Applications Utilizing the Semester or Trimester System

The Semester or Trimester System Funding Schedule –

Fall Semester/Trimester – August through December
Spring Semester/Trimester – January through May
Summer Semester/Trimester – June through July

- a. Students attending colleges or universities operating on the semester system must submit an application and all required documents for each Semester/Trimester attending.
- b. The applications can be mailed, faxed, emailed, or hand delivered to the Department of Education; or completed at the time of the office visit.
- c. Pages 2 and 3 of the application and a copy of the student's Osage Nation Membership Card must be submitted by midnight Central time by the first deadline, which is August 1 for the fall semester, December 31 for the spring semester, and May 1 for summer semester. **Applications submitted, received and/or postmarked after the deadline will be considered late and will be denied funding as a result. There will be no exceptions or extensions granted for the pages 2, 3, and Osage Nation Membership Card requirement.**
- d. The first deadline for each semester/trimester is to include pages 2 and 3 of the application along with a copy of the membership card.

The second deadline is to include the verification of enrollment, financial aid form, complete transcript, and course schedule. These documents are due 30 days after the first deadline of each semester/trimester. The Financial Aid Form and Verification of Enrollment must be completed by the school. However, it is the STUDENT'S responsibility to ensure the documents arrive to the Department of Education by the second deadline.

**The deadlines for the semesters/trimesters are as follows:
Fall - August 1 and August 31; spring - December 31 and January 31; and summer - May 1 and May 31.**

**Once a semester/trimester is closed, no further funding will be awarded for the term. The closed dates are as follows:
Fall – December 31; Spring – May 31; and Summer – July 31.**

- e. Undergraduate students attending colleges and universities utilizing the semester/trimester system will be eligible to receive funding up to a maximum of 15 hours for fall, a maximum of 15 hours for spring, and a maximum of 6 hours for summer (36 hours annually, August to July). Graduate students utilizing the semester/trimester system will be eligible to receive funding up to a maximum of 12 hours for fall, a maximum of 12 hours for spring, and a maximum of 12 hours for summer.
- f. It is the student's responsibility to inform the Department of Education if he/she is unable to submit the remaining required documents by the deadlines stated herein. The student must submit in writing a request for an extension stating the reason he/she are unable to provide required documents and an expectation date for receipt of missing documents. They may submit the request by fax, e-mail or mail. **All documents received after the deadline will be considered late and will be denied funding as a result.**
- g. All applications filled out incorrectly or incompletely will be considered invalid and will be denied funding as a result.

Example: If application is submitted for Spring Semester and marked Fall Semester it will not be considered for Spring Semester funding.

V. Intake of Applications Utilizing the Quarter or Non-Term System

The Quarter or Non-Term System Funding Schedule –

Fall Quarter/Non-Term – October through December
Winter Quarter/Non-Term – January through March
Spring Quarter/Non-Term – April through June
Summer Quarter/Non-Term – July through September

- a. Students attending colleges or universities operating on the quarter/non-term system must submit an application and all required documents for each quarter attending.
- b. The applications can be mailed, faxed, emailed, or hand delivered to the Department of Education; or completed at the time of the office visit.
- c. Pages 2 and 3 of the application and a copy of the student's Osage Nation Membership Card must be submitted by midnight CST by the first deadline, which is September 1 for the fall quarter, December 15 for the winter quarter, March 15 for the spring quarter, and June 1 for summer quarter. **Applications submitted and / or postmarked after the deadline will be considered late and will be denied funding as a result. There will be no exceptions or extensions granted for pages 2, 3, and the Osage Nation Membership Card requirements.**
- d. The first deadline for each semester is to include pages 2 and 3 of the application along with a copy of the membership card.

The second deadline is to include the verification of enrollment, financial aid form, complete transcript, and course schedule. These documents are due 30 days after the first deadline of each quarter/non-term. The Financial Aid Form and Verification of Enrollment must be completed by the school. However, it is the STUDENT'S responsibility to ensure the documents arrive to the Department of Education by the second deadline.

**The deadlines for the quarters/non-terms are as follows:
Fall quarter – September 1 and October 1; winter quarter – December 15 and January 15; spring – March 15 and April 15; and summer quarter- June 1 and July 1.**

Once a quarter/non-term is closed, no further funding will be awarded for the term. The closed dates are as follows: Fall – December 31; Winter – March 31; Spring – June 30; and Summer – September 30.

- e. All students attending colleges and universities utilizing the quarter/non-term system will only receive funding up to a maximum of 9 hours per quarter/non-term (36 hours annually, October to September).
- f. It is the student's responsibility to inform the Department of Education if he/she is unable to submit the remaining required documents by the deadlines stated herein. The student must submit in writing a request for an extension stating the reason he/she is unable to provide required documents and an expectation

date for receipt of missing documents. It is understood if the documents are received after the expected date provided by the student, then the document is considered late and funding will be denied as a result. He/she may submit the request by fax, e-mail or mail. **All documents received after the deadline will be considered late and will be denied funding as a result.**

- g. All applications filled out incorrectly or incompletely will be considered invalid and will be denied funding as a result.

Example: If application is submitted for Spring Quarter and marked Fall Quarter it will not be consider for Spring Quarter funding.

VI. Funding Eligibility

- a. Students who receive an F without a hardship will not be funded for the same class again.
- b. If a student does not qualify for a hardship, and withdraws from any classes, after the last date to withdraw has passed; the withdrawn hours will be subtracted from the following semester the student is awarded a scholarship.
- c. If student withdraws early and receives scholarship monies from the school, the money must be sent back to the Osage Nation Department of Education immediately or scholarship funding will cease until money is repaid to the Osage Nation Department of Education.
- d. If a student falls below a 2.0 GPA from the previous semester and does not qualify for hardship, they will be placed on academic probation for one semester. The students must present his/her official transcript verifying completion of the exact amount of hours awarded previously with a semester/quarter 2.0 GPA or higher to have probation removed.
- e. In determining students GPA for career techs that do not use the traditional GPA standards, the following formula will be used to calculate GPA.

$$\frac{\% \text{ Percentage of Area of Study}}{\text{Number of Area of Study}} = X / 100 \times 4 = \text{GPA}$$

For example:

$$\frac{90\% + 80\% + 75\% + 90\% + 80\%}{5} = 83 / 100 \times 4 = 3.32 \text{ GPA}$$

VII. Degree Funding Eligibility

- a. The Osage Nation Department of Education will assist Osage students with only one certification, one associate's, one bachelor's, one master's and one doctoral degree. Once a student has received funding for a particular type of degree (i.e., associate's, bachelor's, master's and doctoral), he/she becomes ineligible for future funding for that same type of degree, upon completion/graduation. For example, if the Osage Nation Department of Education funds a student for a bachelor's degree, upon returning to college, the student can only obtain funding for a master's degree. Once a master's degree is complete, the student may then be eligible to apply for funding for his or her doctoral degree. The Osage Nation Department of Education WILL NOT award a student funding for two degrees of the same kind.

The Osage Nation Department of Education will allow exceptions if:

1. Hours are needed to recertify
 2. Bring existing certification or degree up to job market standards.
 3. Documentation for exceptions will include but not be limited to:
 - i. Current copy of job field requirements
 - ii. Copy of Official transcript
 - iii. Course requirements list to bring student up to job market standard.
- b. High school students concurrently enrolled at a vocational training center, college or university will receive incurred costs for **tuition**, **fees** and **books** up to the funding level of the school he/she is attending.

VIII. Selection and Award Process of the Applicants

- a. All applications are reviewed by the continuing education coordinators to ensure all documents have been received and entered into database.
- b. Upon receipt, applications are entered into the database. The information included is as follows; student name, address, email, birth date, social security number, school, major/minor, year of expected graduation, classification, grade point average from the previous semester, overall grade point average, number of enrolled hours, course numbers/ names, total earned hours, Free Application for Student Aid qualification, amount of tuition, fees, books, room and board, monthly expenses, Osage Nation Membership Card, the amount of award, and the award date.

IX. Distribution of Awards (as per ONCA 1217)

a. Award monies may only be used for the following areas:

1. Tuition - Tuition is the amount of monies the student must pay per credit hour for their enrollment during the current semester; this amount varies depending on the institution.
2. Fees - monies charged per student to attend the institution at a per credit hour rate. These fees may include but are not limited to; user fees for libraries and technology, student health fees, and building fees. These charges are included in the tuition bill per student.
3. Books - are considered to be any textbook, manual, or required readings compiled per instructor for the successful completion of course.
4. School Supplies - School supplies include any type of items required for a student to complete their studies. For example, pens, paper, graph paper, printer paper and ink, file folders, etc. Also included in this list; computer software required to perform tasks, and other technologies students need to fully participate in class. Equipment includes any kind of tool, apparatus, clothing or technology needed by every student to complete a particular course. For example, students may purchase dental tools, lab coats, lab equipment/tools, software, cameras and other technologies explicitly labeled as needed to participate in a course.
5. Room and Board - will be based on the set amount indicated for room and board on the Financial Aid Form completed by the school's Financial Aid Office.

Tuition and fees will be awarded at the following scale:

Funding levels for Fall and Spring Semester/Trimester

	Career Techs	Associate & Tribal Colleges	Baccalaureate Universities	Research Universities	Professional / Graduates
Per Hour	\$211.00	\$156.50	\$254.50	\$277.91	\$300.00
Capacity	\$3165.00	\$2347.50	\$3817.50	\$4168.65	\$3600.00

Funding Levels for Summer Semester/Trimester

	Career Techs	Associate & Tribal Colleges	Baccalaureate Universities	Research Universities	Professional / Graduates
Per Hour	\$211.00	\$156.50	\$254.50	\$277.91	\$300.00
Capacity	\$1266.00	\$939.00	\$1527.00	\$1667.46	\$3600.00

Funding Levels for Quarter/Non-Term System

	Career Techs	Associate & Tribal Colleges	Baccalaureate Universities	Research Universities	Professional / Graduates
Per Hour	\$211.00	\$156.50	\$254.50	\$277.91	\$300.00
Capacity	\$1899.00	\$1408.50	\$2290.50	\$2501.19	\$2700.00

Funding Levels for Books

Semester System	Quarter System
\$33.33 per credit hour	\$33.33 per credit hour
Maximum \$500 for Fall / Spring and \$200 for Summer	Maximum \$300 for Fall, Winter, Spring, and Summer

Funding for Incentive Programs

(As funds are available, incentives will be awarded**)**

1st		Master Degree Program	Doctoral Degree Program
Graduate School Incentive	Each Semester/Trimester and Fall, Winter, and Spring Quarter/Non-Term	\$1,000.00	\$1,500.00

*Incentives will be disbursed as funds are available.

2nd		31 to 60 hours Sophomore	61 to 90 hours Junior	91 to 121 hours Senior	Masters – *last term of course work	Doctorate - *last term of course work
Classification Incentive	Fall only	\$100.00	\$200	\$300	\$500	\$750

*Incentive will be awarded the last semester of course work for masters or doctoral programs.

**Incentives will be disbursed as funds are available.

3rd		3.0 – 3.49 GPA	3.5 – 3.99 GPA	4.0 GPA
Grade Incentive	Each Semester/Trimester and Fall, Winter, and Spring Quarter/Non-Term	\$100.00	\$150.00	\$250.00

*Incentives will always be distributed as follows: Classification and then grades.

**Grade incentive will be disbursed according to 4.0 GPA first, 3.5-3.99 second and 3.0-3.49 third.

***Incentives will not be disbursed if a student has withdrawn from two or more classes from the previous term.

****Incentives will be disbursed as funds are available.

- b. Check requests are prepared for each school then sent to the Accounting Department. The Accounting Department requires a maximum of ten days to be processed and returned to the Department of Education.

- c. A letter for each student is sent to the Financial Aid Office of each school along with the check. The letter is a statement of the scholarship description as follows: the semester/quarter in which being granted, the amount, and the allowable purposes for which the scholarship may be spent.
- d. Once a scholarship has been awarded for a semester/quarter, the file is then closed and no additional document will be accepted for the term.

Example: If a student's file has been closed, the student cannot submit another verification of enrollment and schedule to be awarded again for the same term.

- e. Funding for the Osage Nation Higher Education Scholarship will only be awarded in U.S. dollars.
- f. If a student's award has not been received by the school, it is the policy of the Osage Nation Accounting Department to allow at least two weeks before a missing check can have a stop-payment placed on it and reissued to the school.

X. Graduation Stole and Commendation Award

Students who successfully earn a degree at an accredited institution for higher education and who intend to attend commencement ceremonies may apply for a stole.
See Attachment A

XI. Higher Education Application and Testing Fees for Professional Undergraduate and Graduate Students

- a. Requirements of the Applicant:
 - 1. The completed Osage Nation Higher Education *Request for Application and Testing Fee Assistance*.
 - 2. A copy of the student's Osage Nation Membership Card.
 - 3. Copy of completed school application. All supporting documents must be sent to the Osage Nation Department of Education.
 - 4. Verification of cost of application fee or testing fee.
- b. Intake of the Applications
 - 1. The applications can be mailed, faxed, emailed, or hand delivered to the Department of Education; or completed at the time of the office visit.

2. All incomplete applications will be considered invalid and funding will be denied as a result.
3. It is the applicant's responsibility to ensure Osage Nation Department of Education has received all required documents to complete and process the application.

c. Distribution of Awards

Award monies may only be used for the following areas:

1. Application Fees; these are fee(s) charged for applying for admission to a professional undergraduate program (e.g. College of Education, College of Architecture, etc.) or a graduate school. The Osage Nation Department of Higher Education will pay for two application fees for a maximum \$200 per student per fiscal year. **This does not include applications to a Freshman standing.**
2. Graduate Testing Fees – To include, but not limited to; Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), Law School Admissions Council (LSAT), and the Medical College Admissions Test (MCAT). The Osage Nation Department of Higher Education will pay for incurred cost for one testing fee up to a maximum funding level of \$200.00 per student per fiscal year, for a lifetime total of two testing fees.
3. Undergraduate professional degree testing fee shall be any test required by the institution to advance into an undergraduate professional college. Professional Degree testing which is also used for certification testing will be funded through the certification and licensure program of the Osage Nation Department of Education. Example: College of Education, College of Architect, etc.
See Attachment B

XII. Hardship

A "hardship" is defined by the policy of Osage Nation Department of Education as "an event, whether medical or emotional, that keeps a student from completing the hours in the semester for which he/she has been awarded." Examples of hardships may include, but are not limited to, prolonged illness, surgery, pregnancy, car accidents, or death of family member or divorce. These hardships may be excused and a student may become eligible provided he/she submits documentation that verifies the circumstances.

The student must provide the following to be considered for hardships:

a. **For class withdrawals or Fs:**

1. Medical statement from physician as to why student withdrew or could not complete classes successfully;

And

2. Letter from the student asking for hardship consideration. Letter must explain hardship circumstances.
3. Any other documentation as proof of hardship.

b. **For incomplete (I) grades:**

1. If for medical reasons - medical statement from physician as to why student could not complete classes successfully; and letter from the student asking for hardship consideration and a future date of when the course in which he/she received an incomplete (I) would be completed.

OR

2. **Other reasons:**

Letter from the student asking for hardship consideration and a future date of when the course in which he/she received an incomplete (I) would be completed. During the semester following the hardship, the student will be placed on academic probation and must maintain a 2.0 GPA in the probationary semester to continue to receive funding from the Osage Nation Scholarship. If the student fails to meet the GPA requirement, the student will not be funded until a transcript is provided to the Osage Nation Department of Education meeting the 2.0 GPA requirements; if not, funding will cease until official transcript is provided.

See Attachment C

XIII. Grievances Concerning Scholarship Awards and Incentives:

- a. The complainant shall submit the complaint in writing within 30 calendar days of notification of the decision to the Osage Nation Director of Education for investigation, review, and action. The Grievance form can be found on our website. **Failure to submit a written grievance within 30 calendar days waives the applicant's right to appeal the decision.**

- b. The Osage Nation Director of Education shall, within 30 working days from the date of receipt of a complaint, report the findings to the complainant in writing.
- c. The findings of the Osage Nation Director of Education shall be final.
See Attachment D

OSAGE NATION
DEPARTMENT OF EDUCATION
COLLEGE GRADUATION
COMMENDATION AND STOLE REQUEST



PLEASE ENTER THE FOLLOWING INFORMATION AS YOU WISH
FOR IT TO APPEAR ON YOUR COMMENDATION FROM THE
OSAGE NATION CONGRESS. *(Please print clearly)*

NAME: _____

DEGREE ATTAINED (EX: BACHELOR OF SCIENCE):

COLLEGE/UNIVERSITY AWARDING DEGREE:

GRADUATION DATE: ____/____/20____

ADDITIONAL INFORMATION:

SHIPPING ADDRESS:

PHONE NUMBER: _____

EMAIL ADDRESS: _____

PLEASE RETURN YOUR COMPLETED FORM TO :

Osage Nation Department of Education
Attn: Farrah Boyd
102 Buffalo Ave.
Hominy, OK 74035

Fax: (918) 287-5567 or (918) 885-2136

Email: fboyd@osagetribe.org

Osage Nation Department of Education

102 Buffalo Ave. Hominy, OK 74035

Please check all that apply:

Application Fees Graduate Testing Fees Undergraduate Professional Testing

Student Information

Full Name: _____

Birthdate _____ Gender: M F

Osage Tribal Membership Number: _____

Address: _____

Phone: _____ Alternate Phone: _____

Email: _____

Application Fees Information

Please list Graduate Schools in which you are applying: Pre-payment or Re-imbursement

1. _____

University Name

2. _____

University Name

Address

Address

Address

Address

Application Fee \$ _____

Application Fee \$ _____

Graduate Testing Fees Information

Type of Graduate Testing to be completed:

GRE GMAT LSAT MCAT other: _____

Date of Exam: _____ Cost of Exam: \$ _____ Pre-payment or Re-imbursement

Undergraduate Professional Degree Testing Fees Information

List undergraduate professional college in which you are applying

Testing Fee \$ _____ Type of Exam _____

Pre-payment or Re-imbursement

Osage Nation Department of Education



Hardship Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime/Cell Phone: _____ Date of birth: _____

Brief description of Problem/Concern/Request (circle one):

*Please attach all other required documentation.

The Osage Nation Director of Education shall, within 30 working days from the date of receipt of a complaint, report the findings to the complainant in writing.

Signature: _____ Date: _____

If the applicant is a minor a Parent/Guardian signature is required.

Parent Signature: _____ Date: _____

Osage Nation Department of Education
102 Buffalo Avenue
Hominy, OK 74035

Phone: 918-287-5300
Toll Free: 800-390-6724
Fax: 918-885-2136

www.osagenation-nsn.gov

Osage Nation Department of Education



Grievance Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime/Cell Phone: _____ Date of birth: _____

Brief description of Problem/Concern/Request (circle one):

*Please attach all other required documentation.

The Osage Nation Director of Education shall, within 30 working days from the date of receipt of a complaint, report the findings to the complainant in writing.

Signature: _____ Date: _____

If the applicant is a minor a Parent/Guardian signature is required.

Parent Signature: _____ Date: _____

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CHECKLIST FOR ALL REQUIRED DOCUMENTS

Please keep this page for your information and records:

- _____ Pages 2-4 of the application (completed by student)
- _____ Copy of Osage membership card (if first time applying)

Deadlines:

<u>Semester Session:</u>	Fall – August 1 st	<u>Quarter Session:</u>	Fall – September 1 st
	Spring – December 31 st		Winter – December 15 th
	Summer – May 1 st		Spring – March 15 th
			Summer – June 1 st

*****The following additional required documents will be due
30 days after the First Deadline*****

*****It is the student's responsibility to ensure forms are received in the office of the Osage Nation Department of Education on or before the deadline date*****

- _____ Financial Aid Form (page 5) (to be completed by the school)
- _____ Verification of Enrollment (page 6) (to be completed by the school)
- _____ Copy of current enrolled classes (schedule)
- _____ Complete Transcript with final grades from last courses attended

The School Supplies and Equipment Scholarship needs to include the following documents:

- _____ Receipt(s) for specialized equipment or supplies purchased
- _____ Statement from class /instructor or course syllabus that verifies all students must acquire a particular equipment or supply to enroll in a particular course.

The Room and Board Scholarship needs to include the following documents:

- _____ A written estimate of living expenses from your school (financial aid form, page 5, from your school is sufficient)
- _____ Your estimated monthly expenses-even if living in a dorm - (Page 3)

PART 2: PREVIOUS EDUCATION

Name of High School or GED Site:	Graduation or GED Date:
<hr/>	
Most Recent Post-Secondary Enrollment (Institution and Term attended)	
<hr/>	
Please list all DEGREES, CERTIFICATIONS, and/or LICENSURES received and the date completed:	
<hr/>	

PART 3 CURRENT POST-SECONDARY INSTITUTION INFORMATION (Degree Section)

Degree currently pursuing:
Associates _____ Bachelors _____ Masters _____ Doctorate _____
Certificate _____ Type of Certification (List) _____
Other (List) _____
Major: _____ Minor: _____
Expected Graduation Date: _____

PART 4: REQUIRED INFORMATION OF EXPENSES

<u>Monthly Expenses:</u>	
<i>Please list your estimated monthly expenses:</i>	
Food & Household Expenses _____	Transportation _____
Rent/Mortgage _____	Meal Plan _____
Utilities _____	Child Care _____

PART 5: RELEASE OF INFORMATION

By my signature, I authorize the Osage Nation Department of Education to release necessary information from my completed application to third party scholarship committees for potential awards. _____ (initial)	
I have received and read the Osage Nation Higher Education Student Handbook, and am aware of the policies and deadlines governing the Osage Nation Higher Education Scholarship. _____ (initial)	
I hereby certify that the information included in this application is true and correct to the best of my knowledge. I also certify that I will use any funds I receive from the Osage Nation Higher Education Scholarship solely for eligible expenses connected with attendance at the college or university I am attending. I have received and read the Osage Nation Higher Education Student Handbook, and am aware of the policies and deadlines governing the Osage Nation Higher Education Scholarship.	
_____ Student Signature	_____ Date

SEMESTER SESSION DEADLINES: ** Fall – August 1 ** Spring – December 31 ** Summer – May 1

QUARTER SESSION DEADLINES: ** Fall – September 1 ** Winter – December 15
** Spring – March 15 ** Summer – June 1

PART 6: Student Records Release Form

It is the policy of the Osage Nation Department of Education to withhold personally identifiable information contained in our students' educational records unless the student has consented to disclosure.

I, _____ Student SSN, _____,

Authorize the Osage Nation Department of Education to release the following educational records or information:

Check all that apply:

- Entire Osage Nation Higher Education Scholarship Application
- Academic Records

Name of individual(s) or organization(s) to which information may be released:

Name/Organization: _____ Name/Organization: _____

Address & Telephone: _____ Address & Telephone: _____

Purpose of Release: _____ Purpose of Release: _____

Check one and sign below:

- I do not wish for the Osage Nation Department of Education to release any information about my application to anyone other than myself.
- I wish for the Osage Nation Department of Education to release the above information to the individual(s)/organization(s) also designated above. I understand that this release remains in effect from August 1st until July 31st.

Signature: _____ Date: _____

If the applicant is a minor a Parent/Guardian signature is required.

Parent/ Guardian Signature: _____ Date: _____

Osage Nation Department of Education
102 Buffalo Avenue
Hominy, OK 74035

Phone: 918-287-5300
Toll Free: 800-390-6724
Fax: 918-885-2136

Osage Nation Department of Education

Internship/Externship Program

Policy and Procedures

The policy statement for the Osage Nation Department of Education Internship/Externship Program is to give Osage Higher Education Scholarship students an opportunity to have the experience and gain the knowledge of working in a field related to their major area of study. An internship is in Osage County and an externship is outside of Osage County.

- I. Eligibility
 - a. Applicants have to be members of the Osage Nation.
 - b. Applicants have to be recipients of the Osage Higher Education Scholarship.
 - c. Applicants have to be juniors, seniors, or graduate students and have a grade point average of 2.0 or above.

- II. Distribution of Application Information
 - a. Potential applicants will be mailed information about the internship/externship program.
 - b. Information will only be mailed to students who are eligible to apply for the internships/externships.
 - c. Information will include eligibility requirements, possible start dates, and possible job sites.
 - d. Information will also be listed in the Osage News, the Scholarship Newsletter, and on the website.

- III. Internship Applications
 - a. Applications will be sent to qualified applicants upon request.
 - b. Applications must be completed and mailed, emailed, faxed, or hand delivered to the Department of Education. Resumes may also accompany the application.

- IV. Externship Applications
 - a. Applications will be sent to qualified applicants upon request.
 - b. Applications must be completed and mailed, emailed, faxed, or hand delivered to the Department of Education. Resumes may also accompany the application.
 - c. Application must also include a letter from the organization where the externship will occur. This letter can be mailed or faxed to the Department of Education and state that an externship is available stipulating when and where the externship will take place.

- V. Selection
 - a. Interns/Externs will be selected on a first come first serve basis.
 - b. Interns/Externs will be placed in a worksite related to their major field of study.

VI. Internship Implementation

- a. Interns will be set up with a worksite and a direct supervisor on the site, but will report hours worked to the Department of Education for pay.
- b. Worksite agreements will be set up between the Department of Education and the worksite of the intern.
- c. Interns and the work supervisors will be instructed on timesheets, pay schedules, and evaluations.
- d. Interns will be paid every two weeks according to the timesheets submitted by the work site. There will be no pay for absent hours or holidays.
- e. Interns are allowed to work 320 hours per year, schedules will be agreed upon by the work supervisors and the intern.

VII. Externship Implementation

- a. Externs will identify a worksite and a person who will be their direct supervisor. The extern will then submit to the Department of Education all necessary contact information for the worksite and the supervisor.
- b. Worksite agreements will be set up between the Department of Education and the worksite of the extern.
- c. Externs and the work supervisors will be instructed on timesheets, pay schedules, and evaluations. The worksite supervisor will be required to sign the extern's timesheet verifying the hours worked and sending the timesheet to the Department of Education.
- d. Externs will be paid every two weeks according to the timesheets submitted by the worksite. There will be no pay for absent hours or holidays.
- e. Externs are allowed to work 320 hours per year, schedules will be agreed upon by the work supervisor and the extern.

Osage Nation Education Department

Internship/Externship Program

Name

Social Security Number

Address: street, city, state, zip

Email: _____

Phone Number

Birth Date

Are you seeking an intern (on the Osage Reservation) or extern (off the Osage Reservation) position:
(please circle)

Intern

Extern

Name of school you are currently attending: _____

Major / Minor: _____

Classification level: (please circle)

Junior

Senior

Graduate

Work-site name and address of where you would like to do your internship/externship:

Second work-site choice for your internship/externship: _____

List any honors you have received and/or any leadership roles, volunteer work, or extracurricular activities you are involved in: _____

List your employment experience (or attach a resume):

1. Employer and Address: _____

Primary responsibilities: _____

Dates of employment: _____

2. Employer and Address: _____

Primary responsibilities: _____

Dates of employment: _____

3. Employer and Address: _____

Primary responsibilities: _____

Dates of employment: _____

Dates available to participate in the Osage Nation Education Department Internship/Externship Program: _____

Signature of Applicant

Date