



Nottawaseppi Huron Band of the Potawatomi  
A Federally Recognized Tribal Government

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Education Department and Committee  
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## HIGHER EDUCATION SCHOLARSHIP

**Purpose** – The Nottawaseppi Huron Band of the Potawatomi (NHBP) Education staff shall provide services to eligible NHBP tribal members in accordance with the U.S. federal laws, procedures, and guidelines established by the NHBP Tribal Council. The NHBP Education Program will provide financial assistance awards to enable NHBP students to follow a course of study leading to an Associate, Certificate, Baccalaureate, or Graduate degree from an accredited college or university.

**Eligibility** – In order to be eligible for a higher education award, an applicant must be:

- An enrolled member of the NHBP tribe
- A United States Citizen
- Currently in attendance or accepted for admission at an undergraduate, graduate or certificate program at a regionally accredited institution (such as North Central Association – [www.ncacasi.org](http://www.ncacasi.org)) of higher education.
- Able to demonstrate unmet need (the difference between the cost of education and resources available for defraying the cost) as determined by the eligible institution's financial aid office.
  - To determine financial need, the applicant must submit a Free Application for Federal Student Aid (FAFSA - [www.fafsa.ed.gov](http://www.fafsa.ed.gov)). FAFSA results will be sent to the Financial Aid Office (FAO) of the college or university. The FAO will complete a certified **Financial Aid Verification Form (FAVF)** to be returned to the NHBP Education Department.

**Allowable Fields of Study** – Any field of study that leads to the completion of a certificate program, Associates (2 year degree), Bachelors (4 year degree), Graduate or Professional degree from an accredited college or university.

**Available Funding** – Higher Education Funding Available

- Bureau of Indian Education (BIE) student awards are not to exceed a student's unmet need.

- NHBP Higher Education Scholarships depending on available funds provided by the tribe
- Higher Education Book/Supply Program currently allows \$500 per academic year per student.

**Selection of Applicants** – Applicants will be funded on a first-come, first-served priority basis.

**Application Deadlines:** All students need to be aware that financial assistance may be delayed or denied if applicants do not meet the deadlines. Complete applications are processed in the order they are received in the office. The application deadlines are as follows:

1. **August 1<sup>st</sup>** of each academic year for the **fall semester/quarter**
2. **December 1<sup>st</sup>** of each academic year for the **winter/spring semester/quarter**
3. **February 25<sup>th</sup>** of each academic year for the **summer school session**  
(Summer session dependent upon the availability of funds)

**Student Responsibilities:** A student shall:

- **Start school during the first year of the award at the institution named on the application.**
  - If a student decides to transfer, it is the student's responsibility to work with each educational institution to make certain the transfer will be successful. The student must inform the NHBP Education office within the specified time period (60 days), or financial aid may be delayed.
- **Maintain a minimum academic requirement** of a 2.0 grade point on a 4.0 grade scale for undergraduate students and a 3.0 grade point on a 4.0 grade scale for graduate or professional students, or in good standing to complete degree requirements.
- **Submit an official transcription or grade report within 30 days of the end of the academic term.** The transcript should clearly state; the **course number, course title, number of credit hours, grade, current semester GPA, and cumulative GPA.** An **unofficial transcript** will be accepted after the **first term** of an academic year, but at the **end of each academic year, an official transcript** is required. Students must complete a request for a transcript at the registrar's office. (Transcript should be sent to the NHBP Education Department 2221 ½ Mile Rd. Fulton, MI 40952)
- **Submit a schedule** for the current semester in which funding is being requested.
- **Submit an educational plan.** Students who have completed their first year of funding and who are working toward an Associates, Bachelors, Masters, or Professional degree, must have their academic advisor submit an educational plan to the NHBP Education Department. The educational plan should outline a student's course of study as well as a time-line to complete a chosen degree.
- **Provide contact information for the academic advisor** to the NHBP Education Department. This includes the name, address, telephone number, and e-mail address.
- **Reapply annually** for an academic financial aid package.
- **Submit current financial aid verification form (FAVF)** and report any changes in financial and academic conditions each year. Report changes in class schedule (drops,

adds, withdrawals). Must also follow the educational institution's guidelines for drop, add and withdrawal procedures.

- **Maintain current contact information** with the NHBP Education Department. This includes; address, phone, and e-mail.
- **Submit an official transcript and a copy of the diploma** to the NHBP Education Department when a student graduates from an academic program.

**Discontinuation or Adjustment of Award Payment:** The Education Department may discontinue or adjust an award if the student:

- Fails to comply with the recipient responsibilities
- Recipient fails to disclose information that substantially affects his/her financial situation

The NHBP Education program will discontinue an award only with written notice. The student may submit a written appeal to the NHBP Education Department.

If a student does not comply with recipient responsibilities, the NHBP Education Department shall:

1. Place the student on probation if the student does not meet the minimum requirements for one term. Notification of this action will be made to the student by letter. If substantial progress is not made during the next term, the student award will be suspended. Exceptions to probationary status are those students who have received less than a 1.0 grade point average for any academic term. Students in this situation will be automatically suspended.
2. Once a student's award has been suspended, the student will not be considered for future funding until the student, through other funding sources, meets the minimum academic and course hour requirements.
3. After student reinstates his/her award by fulfilling the requirements, the student will be eligible for additional funding as long as satisfactory performance is continues and funds are available.

### **Disbursement of Awards:**

All award checks will be made out jointly to the student and the college/university where the student is attending.