

Comanche Nation Higher Education Job Placement & Training

Associate of Applied Science Scholarship Application

Students seeking an associate's degree in an applied science field. Emphasis is placed on courses which enable the students to focus on specialized academic interest, which allows for immediate employability upon graduation.



Comanche Nation Higher Education
P.O. Box 908 Lawton, OK 73502
Office: 580.699.7218
Fax: 580.492.4017
Email: highered@comanchenation.com

Guidelines and Requirements

- ❑ The Comanche Nation Higher Education (CNHE) Associate in Applied Science Scholarship (AAS) is designed to assist students who are seeking an associate degree in applied science from an accredited college/university.
- ❑ Students should apply for college admission well in advance of the college enrollment date.
 - Students who apply for admission early could enhance your opportunity for funding from other institutions.
 - Students should consider searching for other scholarships in addition to the Comanche Nation Higher Education Scholarship to help pay for college expenses. www.scholarships.com is a good place to start looking for grants and other scholarships. Some scholarships are first come-first serve. Please search and apply early.
 - Each college/university has their own scholarships awarded to students attending. Contact the Financial Aid Office of your college/university to apply for these scholarships.
- ❑ All undergraduate students are **required** to complete the FAFSA (Free Application for Federal Student Aid)
 - The FAFSA can be completed online at <https://fafsa.ed.gov>
 - Students can apply for a FAFSA as early as **October 1st**
- ❑ After you complete the FAFSA, complete the student portion at the top of the Financial Needs Analysis (FNA) of the CNHE Application (pg. 7), and give this form to the college/university to complete their portion of your FNA form.
- ❑ The FNA form will be sent to the CNHE by the college/university upon completion by the college Financial Aid Office.

Parents

The FAFSA application requires financial information from your tax filing. To allow enough time for the FAFSA to be processed and still meet deadlines of colleges and scholarships, complete the FAFSA as soon as possible. The FAFSA can be processed as early as October 1. **All students are required to complete the FAFSA.**

Students

- ❑ Approved students receiving scholarship assistance from Comanche Nation Higher Education must maintain an acceptable academic standing and social conduct within the policies and rules of the college/university they are attending.
- ❑ Students are required to maintain a 2.00 Grade Point Average (GPA) and carry a course load consistent with the amount of credit hours they were originally funded for.
- ❑ Students with complete applications will be notified by letter of the approval or denial of their scholarship in August for the fall semester and in December for spring semester.
- ❑ A copy of your award letter will be sent to the college Financial Aid Office.
- ❑ Students are personally responsible for their own housing arrangements, deposits or fees that are required for admission purposes. Therefore, make sure you have made arrangements for your deposits/fees before school begins.

Probation or Suspension Guidelines

- ❑ A student will be placed on **probation** when:
 - A student earns less hours than the number of hours they were funded for or
 - A student's GPA is below a 2.00
 - Students have one semester to either pass with a 2.00 GPA or greater for the number of hours they were funded of the semester they became on probation.
 - For example, if you enrolled in 12 credit hours but did not pass 12 hours in the fall, then you would be put on probation for the spring semester. During the spring semester you must pass 12 hours or more with at least a 2.00 GPA for all courses taken. If you do not pass the 12 hours you will be placed on suspension from the scholarship program.
 - Students must meet the requirements of the scholarship by the end of the probationary period or the student will be suspended from the scholarship.
- ❑ A student placed on **suspension** is required to go through a reinstatement process to be eligible to receive the CNHE Scholarship.
 - **To be reinstated to the program after suspension, a student must complete the amount of credit hours they were previously funded for with a 2:00 GPA or higher with their own financial assistance before the Comanche Nation Higher Education Scholarship funding can be reinstated.**

Eligibility Requirements

- ✓ Must provide proof of tribal membership (Comanche Tribal Enrollment Verification Form)
- ✓ Must have “financial need” as determined by the institution’s Financial Aid Office (FAO)
- ✓ Must be admitted for enrollment to an accredited institution of higher education

Application Checklist

- Application – The Comanche Nation A.A.S. Scholarship Application must be completed:**
 - Check and recheck all areas on the application for completion.
 - Application must be signed and dated.
- CDIB – Proof of tribal membership**
 - Fill out the Certificate of Degree of Indian Blood (CDIB) Request Form and
 - Provide a copy of your CDIB card
- Transcript(s) – All transcripts must be OFFICIAL from the high school or college.**
 - First year applicants must submit an official high school transcript reflecting final class ranking, ACT/SAT scores and date of graduation or a copy of GED Diploma Test Scores.
 - College students must submit an official transcript at the end of each semester.
- Letter of Admissions – This is an official letter from the college/university stating the student has been unconditionally accepted to the university they are planning to attend.**
- Letter of Intent – A personal letter stating why you want to go to college**
 - Letter must be signed and dated.
- Class Enrollment Verification – A copy of your class enrollment schedule from the college you are attending.**
 - Students must submit a copy of his/her class enrollment schedule at the beginning of every semester; the schedule must show the name of the school you are attending.
- Official Verification of A.A.S. degree – Verification of your degree track.**
 - This will include what degree you are seeking and how many credit hours are required to complete.
- Financial Aid Needs Analysis (FNA) – Students must complete the FREE Application for Federal Student Aid (FAFSA) in accordance with the federal and school policies.**
 - The FNA must be submitted to the College/University Financial Aid Office (FAO) every academic year.
 - When the FAO completes the document, they will forward it to our office.
 - This document must be prepared and certified by the college FAO.
 - This document must be send to our office by the Financial Aid Office of the school you are attending.

Deadlines

Fall Semester – June 1st	Spring Semester – October 1st
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After each semester, students are required to send in an **official transcript** and **class schedule for the next semester** before their funds can be released for the next semester.

Only completed applications will be considered for funding, with continuing students given first priority. **Student applications must meet the deadlines to be considered for funding.**

PRIVACY STATEMENT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFT Part 99) is a Federal law that protects the privacy of the student education records. The law applies to recipients that receive Federal funding for educational purposes. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

In accordance with the FERPA Law:
The Comanche Nation Higher Education will discuss information with the student applying for assistance only.



Please read The Family Educational Rights and Privacy Act (FERPA) law and sign the privacy statement located at the bottom of the Comanche Nation Scholarship Application.

**COMANCHE NATION HIGHER EDUCATION
ASSOCIATE OF APPLIED SCIENCE APPLICATION**

STUDENT INFORMATION:	PLEASE PRINT
Name: _____	Tribal # _____
Address: _____	D.O.B. ____/____/____
City, State, Zip: _____	SSN: _____
Email: _____	Phone: _____

ACADEMIC INFORMATION:	PLEASE PRINT
Semester applying for: <input type="checkbox"/> Fall & Spring <input type="checkbox"/> Fall only <input type="checkbox"/> Spring only <input type="checkbox"/> Fall Quarter <input type="checkbox"/> Winter Quarter <input type="checkbox"/> Spring Quarter	
College/Institution: _____	Major: _____ Classification: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore
Student status: <input type="checkbox"/> Full-time (12 or more credit hours): _____ <input type="checkbox"/> Part-time (Less than 12 credit hours): _____	
Credits earned to date: _____	Anticipated Graduation Date: Month _____ 20 _____
Have you received assistance from the Comanche Nation Office of Higher Education? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____	
Have you completed the Free Application for Federal Student Aid (FAFSA)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Signature of Applicant

Date

Signature of JP&T Specialist

Date

<u>FOR HIGHER EDUCATION OFFICE USE ONLY:</u>	
<input type="checkbox"/> Current Photo ID	<input type="checkbox"/> Class Enrollment Schedule
<input type="checkbox"/> CDIB Card	<input type="checkbox"/> Financial Aid Need Analysis Form (FNA)
<input type="checkbox"/> Official High School/College Transcript	<input type="checkbox"/> Notarized Consent
<input type="checkbox"/> Letter of Intent (Written and signed by you)	<input type="checkbox"/> CDIB Request Form
<input type="checkbox"/> Letter of Acceptance (From the college/university)	<input type="checkbox"/> Scholarship Disclaimer
<input type="checkbox"/> Official Verification of AAS degree	

**COMANCHE NATION HIGHER EDUCATION
ASSOCIATE OF APPLIED SCIENCE STATEMENT OF UNDERSTANDING**

PLEASE READ CAREFULLY BEFORE SIGNING AND DATING THE BELOW CONTRACT:

I, _____ confirm that I have read the statements below and will abide by them if accepted as a student on the JP&T program.

I have read the **Guidelines and Requirements** and understand all contents of the policies and do hereby agree to abide by all items listed.

I agree to notify the Comanche Nation Higher Education of any change in contact information. I also agree to provide a copy of my diploma and final transcript upon graduation.

I understand that if I am placed on probation/suspension by the school/institution, I am also considered on probation by the JP&T program. Financial assistance will only be provided as long as I observe the rules and guidelines. I understand that any scholarship/grant awards I receive are subject to nullification if I withdraw from classes or fail to maintain the required Grade Point Average (GPA) of 2.00. Furthermore, if I do not meet the suspension and probation requirements for the reinstatement process, I understand that I can be subject to termination from the program. I also acknowledge that I must get prior approval from the Director of Higher Education before withdrawing from any class.

I acknowledge that students are personally responsible for their own housing arrangements, deposits or fees that are required for admission purposes. Therefore, I understand that I must make sure I have made arrangements for deposits/fees before school begins

I hereby confirm that the information contained in this application is correct and true to the best of my knowledge.

PRIVACY STATEMENT: *The Family educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g: 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to recipients that receive Federal funding for educational purposes. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. In accordance with this, the Comanche Nation Higher Education department will only discuss student information with the student applying for assistance.*

I have read and fully understand the Associate of Applied Science Statement of Understanding. I agree that no financial scholarship will be provided until the Director of Higher Education has certified my application and I receive an award letter from the Comanche Nation Higher Education office.

Signature of Applicant

Date

Signature of JP&T Specialist

Date



COMANCHE NATION OFFICE OF HIGHER EDUCATION

P.O. Box 908 Lawton, OK 73502
 Phone: (580) 492-3363 · Fax: (580) 492-4017

FINANCIAL AID NEED ANALYSIS FORM (FNA)

JOB PLACEMENT AND TRAINING: ASSOCIATE OF APPLIED SCIENCE

To be completed by the student:

Name: _____ Tribal # _____
 Address: _____ SSN: _____
 _____ Home Phone: _____
 Email: _____ Cell: _____
 Applying for: Fall & Spring Fall only Spring only Fall Quarter Winter Quarter Spring Quarter
 Classification: Freshman Sophomore The A.A.S. degree I am seeking is: _____

NOTE: You must complete the “Free Application for Federal Student Aid” (FAFSA/PELL)
 Please send FNA to your school’s Financial Aid Office

To be completed by your college Financial Aid Office:

1. Complete the FNA **ONLY** after a student has submitted the required financial aid forms (i.e., FAFSA, etc.)
2. Please do not consider loan eligibility when calculating resources.
 - a. We prefer that our students use Financial Aid/Tribal funds before they take out student loans.
 - b. If loans are figured into the total resources, the unmet need will be zero and we can only fund a student’s unmet need.
3. Send original document to the Comanche Nation Office of Higher Education. To speed up the payment process, a faxed copy will suffice until the original arrives.

Student Expenses		RESOURCES			
Tuition/Fees	\$	Family Contribution	\$	PELL	\$
Books	\$	Student Contribution	\$	SEOG	\$
Room/Board	\$	Veterans Benefit	\$	CWSP	\$
Transportation	\$	Other	\$		
Personal	\$				
Other	\$				
Total Student Expenses	\$	- Total Resources	\$	= Unmet Need	\$

STUDENT NEED recommended for the Comanche Scholarship = \$ _____

Student is: Full-Time Part-Time

Comanche Scholarship will cover expenses for the period: Month _____ Year _____ **TO** Month _____ Year _____

Signature of Financial Aid Officer _____ Institution _____

Address _____ Phone _____ Date _____

COMANCHE NATION HIGHER EDUCATION
JP&T CONSENT FOR RELEASE OF INFORMATION FORM

ONLY ACCEPTABLE WHEN NOTARIZED

FOR HIGHER EDUCATION OFFICE USE ONLY:	
TO: _____	DATE: _____

I GIVE MY PERMISSION TO RELEASE INFORMATION TO:

COMANCHE NATION HIGHER EDUCATION
JOB PLACEMENT AND TRAINING
P.O. BOX 908
LAWTON, OK, 73502

PRINT FULL NAME

DATE

SIGNATURE OF APPLICANT

SOCIAL SECURITY NUMBER

Subscribed and sworn to before me on this _____ day of _____ 20____	
My commission expires: _____	
_____ Notary Public	[SEAL]

Certificate of Degree of Indian Blood (CDIB) Request Form

Dear **STUDENT**:

To complete your CDIB requirement, please fill out this form AND provide a copy of your CDIB card. Please fill out to the best of your knowledge, sign, and send form to:

COMANCHE NATION
ENROLLMENT OFFICE
P.O. BOX 908
LAWTON, OK 73502

OR

You may submit your form to our office and we will forward this form to the Office of Enrollment.

The Comanche Nation Office of Higher Education is requesting a CDIB for all students applying for scholarships.

The following information is herewith submitted:

NAME: _____ ROLL #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DOB: _____ SSN: _____

SPOUSE'S NAME: _____ ROLL: _____

FATHER'S NAME: _____ ROLL: _____

MOTHER'S NAME: _____ ROLL: _____

MOTHER'S MAIDEN NAME: _____

SIGNATURE: _____ DATE: _____

FOR ENROLLMENT OFFICE USE ONLY:

Please sign to verify the information provided is true and correct. Thank you.

SIGNATURE: _____ DATE: _____



AAS Scholarship Disclaimer

The Comanche Nation Higher Education Associate of Applied Science Scholarship is **provided on a first-come, first-serve basis**. Funding will **NOT** be provided unless the following criteria are met:

1. **A completed application with all required documents must be in the student's file:**
 - Application** – completed, signed and dated.
 - CDIB** – Certificate of Indian blood verifying Comanche blood certified by the Comanche Nation enrollment office.
 - Transcript** – Official high school or college of the last school you attended.
 - Letter of Admission** – Official admittance to an accredited, post-secondary institution by one of the regional agencies recognized by the Comanche Nation. (New or transfers only)
 - Letter of Intent** – A SIGNED AND DATED letter stating why you want to attend college.
 - Enrollment Verification** – Submit a class enrollment schedule provided by the school for the semester you are requesting funding. This must show the school's name, student's name, classes, and total credit hours. (Funding will not be released until our office receives this documentation.)
 - Official Verification of A.A.S. degree** – A printed version of your degree track. This will include the degree you are seeking and how many credit hours are required for completion.
 - Financial Aid Need Analysis (FNA)** – Students must complete the Free Application for Federal Student Aid (FAFSA) in accordance with the Federal and school policies.
 - It is the student's responsibility to submit the FNA to the college/university Financial Aid Office every academic year.
 - After the student submits the FNA to the college/university, the school with forward it to our office when they complete it.
 - This document must be prepared, certified and forwarded by the college Financial Aid Office.
 - Applications will NOT be considered for funding unless this form is complete.

2. **It is the student's responsibility to follow-up and ensure documentation was received by the Higher Education Office. Contact our office:**
 - Email:** highered@comanchenation.com
 - Phone:** (580) 699-7218 **Fax:** (580) 492-4017

3. **The deadline dates are as follows:**
 - Fall Semester – June 1
 - Spring Semester – October 1
 - Summer – May 1 (If funds are available)

Applications received after deadline will NOT be funded.

I have read and agree to the terms of this disclaimer. I understand this scholarship is provided on a first-come first-served basis, and all documentation must be submitted before funding is released. I understand that I must meet the deadline for my scholarship to be funded.

Print Name

Signature

Date