

**COMANCHE NATION  
OFFICE OF HIGHER EDUCATION**

# **College Scholarship Application**



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# Guidelines and Requirements

- ☐ The Comanche Nation Higher Education (CNHE) Scholarship is designed to assist students who are seeking an undergraduate or a graduate degree from a college/university.
- ☐ Applications can be accepted during the student's senior year of high school.
- ☐ 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](http://www.scholarships.com) is a good place to start looking for grants and other scholarships. Some scholarships are first come-first served so search and apply early.
  - Try to apply for 2 or 3 scholarships a week to increase your opportunity for more scholarship funding.
  - Other scholarships/free grants are Oklahoma Tuition Aid Grant (OTAG), Oklahoma Tuition Equalization Grant (OTEG), and the Oklahoma Promise. Also, each college/university has their own scholarships they award to students attending each particular college, including tuition fee waivers, leadership scholarships and department scholarships. 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 1<sup>st</sup>**
- ☐ After you complete the FAFSA, complete the student portion at the top of the Financial Needs Analysis (FNA) of the CNHE Application (pg. 6) 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 (FAO).

## Parents

The FAFSA application requires financial information from your tax filing. To allow enough time for the FAFSA to be processed and still meet the deadlines of the colleges and scholarships, you should file your taxes as soon as you can beginning October 1<sup>st</sup>. **All students are required to complete the FAFSA.**

## Students

- ☐ Students approved and receiving scholarship assistance from the 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.
- ☐ Full-time students are required to carry a minimum of 12 hours per semester (9hours for quarter systems) and earn a 2.00 Grade Point Average (GPA).
- ☐ Students with complete applications will be notified by letter of the approval or denial of their scholarship in August of the coming year.
- ☐ A copy of your award letter will also 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 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 requirement 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 earn at least 12 credit hours with a 2.00 GPA or higher on their own without tribal assistance.

## **Eligibility Requirements**

- ✓ Must provide proof of tribal membership (Comanche Tribal Enrollment Verification Form)
- ✓ Must be admitted for enrollment to an accredited institution of higher education

## **Application Checklist**

- ☐ **Application – The Comanche Nation Scholarship Application must be completed:**
  - Check and recheck all areas on the application for completion.
  - Application must be signed and dated in 3 areas.
- ☐ **CDIB – Proof of tribal membership**
  - Fill out the Certificate of Degree of Indian Blood (CDIB) Request Form and
  - 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.
  - Your application will not be considered complete until we receive this document in our office and funds cannot be released until we have this document.
- ☐ **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.
  - Your application will not be considered for funding without this form being complete.
- ☐ **Graduation Checklist – All graduating college seniors must submit a graduation degree checklist for verification of graduation date.**

## **Deadlines**

<b>Fall – June 1<sup>st</sup></b>	<b>Spring – October 1<sup>st</sup></b>
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**After the Fall semester**, students are required to send in the **Fall grade report** and their **Spring class schedule** before their funds can be released for the Spring. At the end of each Spring semester, students are required to send in an **official transcript** to The Comanche Nation Office of Higher Education (CNOHE).

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.** Students must get prior approval from the CNOHE Director before withdrawing from any class.



# 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 Scholarship Application

<b>Check one:</b>	<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal Application
<b>Applying for:</b>	<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	
<b>Name:</b>	<b>Other names used:</b>	
<b>Address:</b>	<b>City</b>	<b>State</b> <b>Zip</b>
<b>Home Phone:</b>	<b>Cell:</b>	<b>Email:</b>
<b>SSN:</b>	<b>DOB:</b>	<b>Tribal Roll #</b>
Have you ever received assistance from the Comanche Nation Office of Higher Education? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____		
Applying for academic year: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 If you are a graduate student what year? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
Classification: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate		
<input type="checkbox"/> Major:	<input type="checkbox"/> Undecided major:	<input type="checkbox"/> Full-Time (12 hrs. & above) <input type="checkbox"/> Part-Time: ( 11 hrs. or less)
Type of Degree you expect to receive: <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Graduate _____		
Credit hours earned to date: _____ Year and month you expect to graduate 20 _____ Month _____		
List Grants, Scholarships, and/or Loans you have applied for:		
Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you eligible for any benefits?		
Have you completed the Free Application for Federal Student Aid (FAFSA)? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you applied for admission to college? <input type="checkbox"/> Yes <input type="checkbox"/> No What college/University? _____
<b>Please carefully read, sign and date ALL 3 of the following statements:</b>		
<p>The information contained in this application is correct and true to the best of my knowledge. 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.</p>		
<b>Applicant Signature</b>		<b>Date</b>
I have read the <b><u>Guideline and Requirements</u></b> and understand the contents of the policies and do hereby agree to abide by all items listed.		
<b>Applicant Signature</b>		<b>Date</b>
<p><b><u>Privacy Statement:</u></b> 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, Comanche Nation Office of Higher Education will discuss student information with the student applying for assistance only. I have read the Privacy Statement and understand the contents and do hereby agree to abide by all items listed.</p>		
<b>Applicant Signature</b>		<b>Date</b>

## \*\*\*\* Scholarship Disclaimer \*\*\*\*

The Comanche Nation Higher Education 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
  - ☐ **Letter of Admission** – Official admittance to an accredited, post-secondary institutions by one of the regional agencies recognized by the Comanche Nation
  - ☐ **Letter of Intent** – A personal letter stating why you want to attend college
  - ☐ **Enrollment Verification** – Submit a class enrollment schedule of the semester you are requesting funding showing the date classes are being offered at the beginning of each semester. (Funding will not be released until our office receives this documentation)
  - ☐ **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 will forward it to our office when they complete it.
    - This document must be prepared and certified by the college Financial Aid Officer.
    - 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 via:**
  - ☐ **Email:** [highereducation@comanchenation.com](mailto:highereducation@comanchenation.com)
  - ☐ **Phone:** (580) 360-0526
  
3. **The deadline dates are as follows: Applications received after deadline will NOT be funded.**

<input type="checkbox"/> Fall Semester – Application Deadline	June 1
<input type="checkbox"/> Spring Semester – Application Deadline	October 1

**I have read and agree to the terms of this disclaimer and 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.**

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**Print Name**

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**Signature**

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**Date**

# 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: \_\_\_\_\_



**COMANCHE NATION OFFICE OF HIGHER EDUCATION**

P.O. Box 908, Lawton, OK 73502

Phone: (580) 492-3363 ~ E-Mail: [highereducation@comanchenation.com](mailto:highereducation@comanchenation.com)**FINANCIAL AID NEED ANALYSIS FORM (FNA)****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  
I am classified as a: ☐ Graduate ☐ Senior ☐ Junior ☐ Sophomore ☐ Freshman  
My Major in college is: \_\_\_\_\_ or ☐ I have not decided my Major yet.

**PLEASE SIGN:** I authorize the release of my academic & financial information to the *Comanche Nation Office of Higher Education*:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: You must complete the "Free Application for Federal Student Aid" (FAFSA/PELL)**

Please send FNA to the Financial Aid Office at your college

**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 (awards).
  - a. We prefer that our students use their Pell/Tribal funds before they take out student loans.
3. Send original 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 ☐ Other

Comanche Scholarship will cover expenses for the period: Month \_\_\_\_\_ Year \_\_\_\_\_ TO Month \_\_\_\_\_ Year \_\_\_\_\_

Signature of Financial Aid Officer

Institution

Address

Phone

Date