

**Fort Belknap  
Higher Education Program  
Scholarship Application  
Packet for 2024-2025**

**Application Deadline:**

**File Completion Deadline Date: June 28, 2024**

***Scholarship Application Packet must be complete.  
Incomplete applications will not be reviewed.***

# Fort Belknap Higher Education Scholarship Packet 2024-2025

To: Higher Education Scholarship Applicants

You've received a Higher Education scholarship application from the Fort Belknap 477 Employment & Training Program. Keep in mind that it is imperative to complete this application in its entirety before or on the file completion deadline date; **June 28<sup>th</sup>, 2024**.

## Deadlines:

File Completion deadline date: **06/28/2024**

~ Students must have their application packet complete and all documentation submitted prior to/on this deadline date. Any applications/documentation received after this date will be considered late. Late applications will be funded if we have the available funding.

## Required forms & documents:

Applicants must submit application forms #1-3, 4 (if needed) & 5, as well as required documentation #6-13. If you require assistance to complete this application, please contact us and the HEP case manager will be available to assist you.

- 1) **Higher Education Scholarship application** (*in packet*) page 1-2
- 2) **Intake Form** (*in packet*) page 3-4
- 3) **Release Form** (*in packet*) page 5
- 4) **Non-Tax Filer Form** (*in packet*) page 6; complete only if you did not file 2023 Federal taxes; *Non-filer tax form must be returned Notarized.*
- 5) **Needs Analysis form** (*in packet*) page 7; must be completed by the *Financial Aid Office* at the college you will attend 2024-25. It is your responsibility to have form completed & returned by the deadline date.
- 6) **Student Aid Report (SAR/FAFSA 2024-25)** Apply online @ [www.fafsa.gov](http://www.fafsa.gov) *Print the results or Confirmation page. SAR (fafsa) must show: SAI (Student Aid Index).*
- 7) **Certificate of Indian Blood Degree** (*copy*) – Ft. Belknap Tribal Enrollment Certificate must show  $\frac{1}{4}$  or more degree of Indian Blood.  
*Tribal ID card (copy) will not be accepted as a Tribal Enrollment Certificate.*  
Contact Tribal Enrollment office @ (406) 353-8531 or 353-8532
- 8) **Federal Tax Information for 2023** – *Copy of your Federal Taxes (1040A; 1040EZ, etc.) or Parents 2023 Federal Tax form if under age 24. The Financial Aid Office has determined you as a dependent student when under 24.*
- 9) **Photo ID** (*copy of picture ID*)
- 10) **Official High School Transcript or Official GED Transcript** (*copies will not be accepted*)
- 11) **Official College Transcript** - Applicants that previously attended college must submit an official college transcript from the *last college* you attended. *Transcript must show Registrar's seal or stamp. (copies will not be accepted as an official transcript)*
- 12) **College Acceptance Letter** - (*copy*) from the college verifying that you have been accepted to attend academic year 2024-25.
- 13) **Test Scores** – ACT, SAT, TABE, COMPASS test (*copy*). Applicants must have one of these College Placement test.

## Fort Belknap Higher Education Scholarship Packet 2024-2025

Work diligently on completing the Higher Education Packet, College application, and filing for FAFSA. Failure to complete FAFSA correctly may jeopardize your chance for Federal Assisted Programs. Contact the College Admissions and Financial Aid office to ensure your college and financial aid application is complete.

Be mindful of the fact that applications received after the file completion deadline date, June 28, 2024, will be considered late and may jeopardize your chance for a Fort Belknap Scholarship. Late applicants will be funded only if we have the necessary resources to do so. Remember, we are a supplemental program, therefore, we are unable to meet your unmet need.

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The Fort Belknap Higher Education scholarship application packet is available online in portable document format (PDF). To obtain one online, please go to the website ( [www.ftbelknap.org](http://www.ftbelknap.org) ) and select the FORM/DOCUMENTS tab in the upper right corner. Once selected, scroll down to TANF 477 and select DOWNLOAD next to the Scholarship application packet.

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- Note:** Do not delay in applying for FAFSA, Free Application for Federal Student Aid.
  - Note:** Returning Higher Education students do not have to resubmit High School/GED/Hi-Set Transcripts, Test Scores and Tribal Enrollment.
  - Note:** Incomplete applications will *NOT* be reviewed by the Scholarship Board
  - Note:** Scholarship applications must be fully complete with signatures and documentation attached.
  - Note:** **OFFICIAL TRANSCRIPTS MUST BE MAILED or DELIVERED** (*faxed transcript copies are NOT Official transcripts and will not be accepted as an official transcript.*)

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- Questions:** Call Higher Education Office @ (406) 353-2466, 353-8376
- Mailing Address:** Fort Belknap 477 Higher Education Program  
656 Agency Main Street  
Harlem, MT 59526
- FAX number:** (406) 353-4567; all faxed forms must be legible. The original forms must be mailed and postmarked by the deadline date.

# Higher Education Program Scholarship Application

**Academic Year 2024-2025**

**Ft. Belknap Higher Education Program**

**656 Agency Main Street Harlem, MT 59526**

**(406) 353-2466, 353-8376**

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Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

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Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

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Social Security#: \_\_\_\_\_ Tribal Enrollment # \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_

Veteran: Yes \_\_\_\_\_ No \_\_\_\_\_ Email: \_\_\_\_\_

Spouse Name: \_\_\_\_\_

Dependents age(s) under 18: \_\_\_\_\_

High School Name/GED \_\_\_\_\_ Grad/Year \_\_\_\_\_

College Status 2024-25: Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_

College attending 2024-25: \_\_\_\_\_

College Address: \_\_\_\_\_

Year to graduate from college: \_\_\_\_\_ Major: \_\_\_\_\_

Date & Name of college(s) previously attended: \_\_\_\_\_

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Have you had a Higher Education scholarship grant before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes; what year(s) \_\_\_\_\_

**Sign & date back of application & return to HEP office by the provided Deadline date.**

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***Fort Belknap Higher Education Packet 2024-25***

## Higher Education Policies and Procedures

### Application requirements:

- 1) Higher Education scholarship application packet must be **COMPLETE** and received/postmarked on/prior to the file completion deadline date: **June 28<sup>th</sup>, 2024**
- 2) Only **OFFICIAL** College/High school/GED transcripts will be accepted. **COPIES** of transcripts that are not official will not be accepted.
- 3) **Grant funds are specifically for educational expenses; mismanagement of funds will be subject to automatic suspension and repayment of funds.**

### Guidelines:

- 1) Higher Education scholars must successfully complete 12 credits and maintain a 2.00 GPA per semester/quarter.
- 2) Submit a copy of semester/quarter grades at the end of each semester/quarter.
- 3) Official college transcripts must be submitted at the end of the academic year.
- 4) Enroll in a degree program leading to a Certificate/Associate/Bachelor degree.
- 5) Notify the Higher Education Program immediately if you are refusing the grant.
- 6) **Failure to make academic progress will result in being placed on probation for one semester/quarter.**
- 7) **Failure to meet academic requirements while on probation will result in suspension.**
- 8) **Notify the Higher Education program if you withdraw from college;** only upon approval by HEP of reason for withdraw will future funding be considered/continued.
- 9) **Complete Higher Education scholarship applications received by the deadline** will receive priority over applications received after the deadlines.

I give permission to the Ft. Belknap Higher Education Program to have access to my academic and financial records while attending an Institution of higher learning and receiving tribal scholarship funding from the Ft. Belknap 477 Employment & Training Higher Education Program.

I \_\_\_\_\_ on \_\_\_\_\_  
Signature Date

Acknowledge the Higher Education Scholarship conditions stipulated.

***File completion deadline date: June 28, 2024***

Higher Education scholarship applications received after the deadline will be considered late.

***Late applications will be reviewed only if funding is available.***

# Higher Education Scholarship Intake Form 2024-25

## Section I Personal Information

Name: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Age \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**Veteran:** Yes \_\_\_\_\_ No \_\_\_\_\_

Family Status: Two-Parent Family \_\_\_\_\_ Single Parent Family \_\_\_\_\_ Single \_\_\_\_\_ Total # in household \_\_\_\_\_

Total # of dependents under age 18 \_\_\_\_\_ High School Graduation/GED Year \_\_\_\_\_

High School Name & Address \_\_\_\_\_

College Name: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Associate/Technology degree: Yes \_\_\_\_\_ No \_\_\_\_\_ **Degree/Certificate Major:** \_\_\_\_\_

**College Status Academic Year 2024-25:** Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_

Estimated College Graduation Year: \_\_\_\_\_

Tribal Enrollment # \_\_\_\_\_ Tribal Affiliation \_\_\_\_\_

## Section II Client Characteristics

Labor Force Status: Unemployed: \_\_\_\_\_ # Weeks Unemployed: \_\_\_\_\_ Last hourly wage: \_\_\_\_\_

Employed: \_\_\_\_\_ Employer: \_\_\_\_\_

Permanent: \_\_\_\_\_ Temporary: \_\_\_\_\_ Seasonal: \_\_\_\_\_ Self-Employed: \_\_\_\_\_ Hourly wage: \_\_\_\_\_

Estimated Total Income in last 12 months: \_\_\_\_\_

TANF: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Amount & date benefits started \_\_\_\_\_

General Assistance (GA): Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Amount & date benefits started \_\_\_\_\_

SSI, etc: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount: \_\_\_\_\_

Food Stamps: Yes \_\_\_\_\_ No \_\_\_\_\_ Commodities: Yes \_\_\_\_\_ No \_\_\_\_\_ Medicaid: Yes \_\_\_\_\_ No \_\_\_\_\_

Vehicle: Yes \_\_\_\_\_ No \_\_\_\_\_ Energy Assistance: Yes \_\_\_\_\_ No \_\_\_\_\_ Child Care Program Yes \_\_\_\_\_ No \_\_\_\_\_

**Section III Employment, Training & Education Activities**

Employment Services

- Job Referral
- Job Search
- Test Fee

Education/Training

- Higher Education
- Vo-Technical
- Training Assistance

Supportive Services

- Child Care Assistance
- Transportation
- Other

**Section IV Educational, Training and Employment Barriers**

**Check any that may apply to you:**

- 1) Single Head of Household
- 2) Lack of significant work history
- 3) Disabled Individual
- 4) Health/Physical restrictions
- 5) Public Assistance (Food stamps, Medicaid)
- 6) TANF/GA recipient
- 7) Child Care
- 8) Unemployed/Not in labor force
- 9) Employed/Low Income
- 10) No Driver's License
- 11) Transportation
- 12) Budgeting/Money management
- 13) Social issues
- 14) Homeless
- 15) Other

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Intake Form is due on/prior to the file completion deadline date.

# CONSENT FOR RELEASE OF INFORMATION

Fort Belknap Higher Education Program  
656 Agency Main Street  
Harlem, MT 59526  
(406) 353-2466, 353-8376  
FAX: (406)-353-4567

\_\_\_\_\_  
(Print Name) \_\_\_\_\_  
SS#

I am seeking services from the 477 Employment & Training Department. I authorize the 477 Employment & Training Department and all programs therein, to share, exchange, give and receive any information required about my application and the contents therein, in an effort to serve myself. In addition, I authorize the following programs to release to the Higher Education 477 Employment & Training Department. Those agencies are, but not limited to:

Tribal Personnel, Law Enforcement, Short Term Loan Program, Tribal Finance, Commodities, Tribal Credit, Head Start, Tribal Health, Housing Authority, Vocational Rehabilitation Program, Any Tribal Business, Tribal Education, All Colleges/Universities and Technical Institutions, Adult Basic Education, Area Schools, Banks, BIA, Any/All Employers, Veterans Administration, Insurance Companies, Job Services, County Clerk & Recorder, etc.

I understand any/all information by the above named programs/agencies will remain confidential and be used for professional purposes only. I understand that any/all information will not be released without prior knowledge. I understand that I may cancel this consent in writing at any time.

**Information Requested:**

College financial data, college grades, federal income tax information, tribal blood quantum, enrollment & class standing information, previous academic records (*if any*), information requested in application packet Pgs. 1-4

**Information Provided (Attach Documentation)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Higher Education Manager

\_\_\_\_\_  
Date

Consent for Release of Information form is due on/prior to file completion deadline date.



## Affidavit for Non-Tax Filers

Higher Education Program  
Fort Belknap 477 Employment & Training Department  
656 Agency Main Street  
Harlem, MT 59526

I hereby certify that I did not file 2023 Federal Income Tax and have no intentions doing so.

I also certify that all the information provided on my Free Application for Federal Student Aid (FAFSA) is true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Subscribed and sworn (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

State of: \_\_\_\_\_

\_\_\_\_\_  
SEAL

Affidavit Non-Tax Filer form is due on/prior to file completion deadline date.

# NEEDS ANALYSIS FORM

## Fort Belknap Higher Education Program

656 Agency Main Street

Harlem, MT 59526

Phone: (406) 353-2466

Fax: (406) 353-4567



**The financial aid office is required to complete the Expenses and Resources section.**

**The Financial Aid Office shall do the following:**

1. Complete the FNA only after a student has submitted the required financial aid form (FAFSA/PELL)
2. Consider all financial aid programs for which students qualify when determining the financial aid package.
3. Indicate NE (Not Eligible) next to listed resources for which students do not qualify.
4. Complete each line item under Expenses and Resources.
5. Indicate only the direct educational expenses of the applicant.
6. Report all fellowships and special awards.

ACADEMIC CALENDAR TYPE:  SEMESTER  QUARTER  TRIMESTER  OTHER

COLLEGE NAME: \_\_\_\_\_

STUDENTS LEGAL NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

*Expense Items:*

*Resource Items:*

TUITION/FEES	\$ _____	PERSONAL/SUMMER	\$ _____	PELL	\$ _____
ROOM/BOARD	\$ _____	PARENT CONTRIBUTION	\$ _____	SEOG	\$ _____
BOOKS/SUPPLIES	\$ _____	SPOUCE CONTRIBUTION	\$ _____	SSIG	\$ _____
TRANSPORTATION	\$ _____	VETERANS BENEFITS	\$ _____	CWS	\$ _____
PERSONAL	\$ _____	SOCIAL SECURITY	\$ _____	NDSL	\$ _____
CHILDCARE	\$ _____	OTHER (SPECIFY)	\$ _____	FEE WAIVER	\$ _____
TOTAL EXPENSES	\$ _____	TOTAL RESOURCES	\$ _____		

RECOMMENDED STUDENT NEED TO FB HIGHER EDUCATION PROGRAM: \$ \_\_\_\_\_

*(Formula: Expenses – Resources = Student Need)*

OFFICIAL USE ONLY- Student Education Expenses 2024-2025

TO

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

CURRENT DATE \_\_\_\_\_ FINANCIAL AID OFFICER \_\_\_\_\_ INSTITUTION \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

## **Higher Education Program Scholarship Application Checklist 2024-25**

- Higher Education Application – page 1- 2
- Intake Form - page 3-4
- Release Form – page 5
- Federal Tax 2023 (**copy**) or Parent's 2023 Federal Tax or **Notarized Non-Tax Filer Form** pg.6
- Needs Analysis Form – page 7
- Student Aid Report 2024-25 (**copy of SAR-FAFSA**)
- Certificate of Indian Blood degree (**Enrollment must show one-fourth (1/4) or more**)
- **Official** High School Transcript or **Official** GED/Hi-Set Transcript
- **Official** College Transcript (*must have Registrar's seal or stamp*)
- College Acceptance letter (**copy**)
- Test Scores (**copy**) ACT, SAT, TABE, COMPASS
- Photo Identification (**copy**)

### **Higher Ed Scholarship deadline:**

File Completion deadline date: June 28, 2024

***Applications received after the application deadline date will be considered as late. Late applications will be reviewed only if funding is available.***

- Higher Education Program; 656 Agency Main Street, Harlem, MT 59526
- Telephone number: (406) 353-2466, 353-8376
- Fax: (406)353-4567 ~ Due to poor fax quality, all faxed forms must be legible.
- **OFFICIAL TRANSCRIPTS MUST BE MAILED or DELIVERED (*faxed transcript copies are NOT Official transcripts and will not be accepted as an official transcript.*)**
- **Required forms must be received or postmarked by the application deadline date.**

**NOTE:** Keep this checklist for your file; keep copies of all required forms.