



Caddo Nation Education Department

Higher Education Program Application

P.O. Box 487 - Binger, OK 73009

(405) 656-2344, Ext. 9855

Email: education@mycaddonation.com

Dear Student: **(PLEASE READ THIS PAGE AND THE NEXT CAREFULLY!)**

This is the Caddo Nation Higher Education Program (CNHEP) application packet. To be considered for a scholarship, applicants must submit the application and as many of the documents listed below to the above address by the due date.

DUE DATES: Fall-July 15th (Good for the academic year), Spring-November 15th (Only if you didn't apply for Fall, or if you are changing schools).

STUDENT MUST NOT HAVE ALREADY RECEIVED THEIR FIRST BACHELOR'S DEGREE.

NEW APPLICATIONS:

1. Completed & Signed Higher Education Application (*typed in signatures will not be accepted*)
2. Signed and dated Student Agreement (*typed in signatures will not be accepted*)
3. Copy of Caddo Nation Enrollment Card
4. Official High School Transcript (*must be signed and stamped by a school official*), GED Certificate, or Official College Transcript (*must be mailed directly from the school in a school sealed envelope, or emailed directly from the school to the Caddo Nation Education Department through a transcript clearinghouse*).
5. Copy of Institutional Acceptance Letter.
6. Copy of Student ID
7. Financial Needs Analysis (FNA) form completed, signed & submitted by school Financial Aid Office. ***Student must complete the Free Application for Federal Student Aid (FAFSA) so this form can be completed.*** Scholarship amounts are dependent on the amount shown for "Unmet Need". A scholarship will not be awarded without a completed FNA.
8. Verification of Enrollment (VOE) form, signed and stamped by the Registrar. *The VOE may be submitted after the due date, but it must be on file before scholarship will be released.*

RENEWAL APPLICATIONS:

1. Completed & Signed Higher Education Application (*typed in signatures will not be accepted*)
2. Signed and dated Student Agreement (*typed in signatures will not be accepted*)
3. Official College/University Transcript showing grades for the last term funded. (*must be mailed directly from the school in a school sealed envelope, or emailed directly from the school to the Caddo Nation Education Department through a transcript clearinghouse*).
4. Financial Needs Analysis (FNA) form completed, signed & submitted by school Financial Aid Office. ***Student must complete the Free Application for Federal Student Aid (FAFSA) so this form can be completed.*** Scholarship amounts are dependent on the amount shown for "Unmet Need". A scholarship will not be awarded without a completed FNA.
5. Verification of Enrollment (VOE) form, signed and stamped by the Registrar. *The VOE may be submitted after the due date, but it must be on file before scholarship will be released.*

**ORIGINAL DOCUMENTS ARE PREFERRED.
FAXED DOCUMENTS WILL NOT BE ACCEPTED!**



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SELECTION PROCESS:

- All applications will be reviewed on an individual basis and approved or rejected based upon eligibility and application criteria. The Caddo Nation Education Office will notify applicant of the application determination.

CONTINUED FUNDING:

- Full-time students **MUST COMPLETE** 12 or more hours per academic term. Part-time students must **MUST COMPLETE** 6-11 hours per academic term.
- All students must achieve and maintain a semester **AND** cumulative Grade point Average (GPA) of 2.0 on a 4.0 grade point scale.
- Students shall continue to be eligible for funding for 10 terms/semesters as long as they meet the above listed criteria.

PROBATION/SUSPENSION:

- Failure to meet the academic standards for continued funding shall result in being placed on probation for one term/semester. While on probation, if the minimum GPA of 2.0 is not achieved, the student will be suspended from the Caddo Nation Higher Education Program (CNHEP). While on suspension, the student will not be considered for additional funding until such time that the student has completed 12 full hours with a GPA of 2.0 while utilizing other funding sources.

PRIVACY STATEMENT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C 1232g; 34 CFT Part 99) is the Federal law that protects the privacy of student education records. The law applies to recipients who 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.

WITH THIS STATED AND IN ACCORDANCE WITH THE FERPA, THE CADDO NATION EDUCATION DEPARTMENT WILL DISCUSS STUDENT INFORMATION WITH THE STUDENT APPLYING FOR ASSISTANCE ONLY.

*****REMINDER*****

**STUDENT MUST NOT HAVE ALREADY RECEIVED
THEIR FIRST BACHELOR'S DEGREE.**

**ORIGINAL DOCUMENTS ARE PREFERRED.
FAXED DOCUMENTS WILL NOT BE ACCEPTED!**



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☐ NEW APPLICATION ☐ RENEWAL APPLICATION

Applying for: Academic School Year 20____/20____ ☐ Fall only ☐ Spring only ☐ Both

Part I – Applicant Information: (PLEASE COMPLETE ALL BLANKS)

Name: _____
Last First MI (Maiden name)

Student's Home Address: _____
Street No./ Route/PO Box
City State Zip

Student's Personal School Address: _____
(Where you will receive mail while attending school, i.e. dorm, house, apartment address.)
Street No./ Route/PO Box
City State Zip

Student ID No: _____ DOB: _____ Caddo Membership No: _____
Phone No. _____ School E-mail _____

Part II – Academic Information: (PLEASE COMPLETE ALL BLANKS)

Name of College/University: _____

Financial Aid Office Address: _____
City State Zip

Classification: ☐ Freshman ☐ Sophomore ☐ Jr. ☐ Sr. ☐ Other: _____ Hours Completed _____

Major: _____ Minor: _____ Expected Graduation Date: _____

Degree Sought: ☐ AA ☐ AS ☐ AAS ☐ BA ☐ BS ☐ Other _____

Current Enrollment Status: ☐ Full-time ☐ Part-time

Have you received CNHEP funding before? ☐ Yes ☐ No If so, what was your last term funded? _____

I declare that the information given by me on this form is true, correct and complete to the best of my knowledge. I consent to this information being shared by the Caddo Nation, my selected higher education institution, and other necessary agencies to complete my financial aid package. I will contact the Financial Aid Office and apply for any financial aid available to me, and if granted assistance from the Caddo Nation, I am aware the scholarship will be mailed directly to my school's Financial Aid Office. I agree to use the funds only for my approved educational expenses.

Student Signature

Date



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CNHEP STUDENT AGREEMENT

I, _____, agree to abide by all of the Caddo Nation Higher Education Program rules, regulations and policies.

I understand that my Cumulative Grade Point Average (CGPA) from any previous college(s) must be 2.0 or higher to enter the Caddo Nation Higher Education Program (CNHEP).

I understand that as a participant in the CNHEP I must be enrolled in 6 to 11 credit hours to be considered as a part-time student, or 12 or more hours to be considered as a full-time student, and will maintain a term Grade Point Average (GPA) and a CGPA of 2.0 or higher. I will submit timely grade reports, as issued by the college or university for each term funded to the Caddo Nation Education Department.

If I do not meet academic requirements, I will be placed on academic probation for the following academic term. While on academic probation, I must complete 6 to 11 credit hours if previously enrolled as a part-time student, or 12 or more hours if previously enrolled as a full-time student, AND have a CGPA and term GPA of 2.0 or higher.

I understand that failure to meet academic requirements shall result in suspension from the CNHEP. I understand that students suspended from the CNHEP shall not be considered for future funding until they have: (1) utilized other funding sources for one semester of enrollment, AND (2) completed a minimum of 6 to 11 credit hours if previously enrolled as a part-time student, or 12 or more credit hours if previously enrolled as a full-time student for one semester of enrollment AND have a CGPA and term GPA of 2.0 or higher.

In the event I withdraw from classes or from college, I will immediately notify the Caddo Nation Education Department in writing, and understand that I may be placed on probation or suspended from the Caddo Nation Higher Education Program by doing so.

I further understand that if I am pursuing a first-time degree and cannot complete either a four or five year baccalaureate degree program or cannot meet the associate degree requirements within two or three academic years, I must submit transcripts of grades and program plans to this office for review. A determination of my eligibility for an extension to complete a degree will be made and notification sent to me. In no case shall the extension exceed an academic year beyond the program plan.

I also understand that persons submitting or causing to be submitted any false information in connection with any application, report, or other document, upon which the provision of Federal financial assistance or any other payment of Federal funds is based, may be subject to criminal prosecution under provisions such as sections 287, 371, or 1001 of title 18, U.S. Code.

I FULLY UNDERSTAND THE CONTENTS OF THIS AGREEMENT AND ACCEPT ALL OF THE ABOVE CONDITIONS.

Student's Signature

Date

FINANCIAL NEEDS ANALYSIS FORM

Part 1 – To Be Completed by Student (PLEASE COMPLETE ALL BLANKS)

(Print) Name: _____ Student ID No: _____
Last First MI

Address: _____
St. No./Route/POB City State Zip

Email address: _____

Authorization for Release of Information

I authorize the college/university to release financial and academic information on this Financial Needs Analysis Form, to be returned to me as soon as possible.

Student Signature Date

Student: Do not make any marks below this point and submit to your school's Financial Aid Office.

Part 2: To Be Completed by Financial Aid Administrator/Counselor (PLEASE COMPLETE ALL BLANKS)

Student has completed the FAFSA for the current academic year: ☐ Yes ☐ No
☐ Student's application is incomplete and cannot be considered.

Applicant is: ☐ Full-time ☐ Part-time Enrolled in how many hours? _____

BUDGET PERIOD: ☐ Fall only ☐ Spring only ☐ Both Academic School Year 20_____/20_____
Beginning Date: _____ End Date: _____

College Expenses

Tuition	\$	_____
Fees	\$	_____
Room/Board	\$	_____
Books	\$	_____
Travel	\$	_____
Misc.	\$	_____
Personal	\$	_____
Other	\$	_____
Other	\$	_____
Other	\$	_____
Other	\$	_____

Total Expenses \$ _____

Resources/Awards/Scholarships

Student Aid	_____	Pell Grant	\$	_____
Index	\$	FSEOG	\$	_____
Student Incentive	_____	Work Study	\$	_____
Grant	\$	Stafford loan	_____	
College/Univ.	_____	Subsidized	\$	_____
Scholarship	\$	Stafford loan	_____	
College/Univ.	_____	Unsubsidized	\$	_____
funded loan	\$	Plus Loan	\$	_____
Veteran's Asst	\$	Tuition Waiver	\$	_____
Voc. Rehab	\$	Dir. Tribal Asst.	\$	_____
Other	\$	Other	\$	_____

Total Resources, Awards & Scholarships: \$ _____

Student's unmet need \$ _____ [= (Total Expenses - Total Resources, Awards & Scholarships)]

Please Note: If the student is eligible for a grant, we will send the award to the Financial Aid Office at the address below.

Signature of Financial Aid Officer Date Phone Number

College/University Address City State Zip

Financial Aid Administrator: If the student requests, and if you can, this form can be mailed to Caddo Nation Education Dept., P.O. Box 487, Binger, OK 73009, or you can scan and email to education@mycaddonation.com. *Faxed documents will not be accepted.*



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VERIFICATION OF ENROLLMENT

Dear College/University Official: This form, complete with your original signature, is required to be in the Caddo Nation Education Department before the student's grant check can be mailed to your institution's Financial Aid Office. To authenticate this verification process, please affix your institution's seal or stamp in the space provided and mail or email it to the Caddo Nation Education Department at the information listed above, at your earliest convenience. ***Faxed documents will not be accepted.***

If your institution provides an Official Verification of Enrollment form/letter, or one is provided through a Student Clearinghouse, please send such forms directly to the Caddo Nation Education Department.

Student's Signature

Student's Printed Name

Student ID #

The above student is enrolled for the academic term: ☐ Fall 20____ ☐ Spring 20____

Name of Institution

Address

City

State

Zip

This document certifies that the above named student is:

A. ☐ Enrolled full-time carrying _____ semester hours.

B. ☐ Enrolled part-time carrying _____ semester hours.

I certify the information provided above is accurate according to our admission records.

Signature of Registrar/Admissions/Counselor

Printed name for above signature

Date

Please place
school stamp or seal
here