



Dear Prospective Student:

Congratulations on your choice to continue your education at an institute of Higher Learning! Please use this check-off sheet as a guide to make certain your file is complete with our office before the specified deadline.

Please keep in contact with Utah State University-Uintah Basin Admissions and Financial Aid Office to ensure your application is completed within a timely manner. In order to avoid delay in the process, it may be necessary to check with their offices as well as ours periodically. Utah State University-Uintah Basin have their own policies and deadlines to meet, as well as the tribal Higher Education Department, so try to conform with these when necessary.

Deadline Dates

Registration: Fall Semester-August 8th
 Spring Semester-January 8th

Textbook Order Dates: Fall Semester-August 8th
 Spring Semester-January 8th

To receive textbooks before the first day of class, turn in a completed application and booklists by the 1st of August and January.

DOCUMENTS REQUIRED FOR ALL STUDENTS:

	Application: Student & School Information (2pgs), Essay, Consent to Release Form, Signed Agreement
	Official Letter from Vital Stat. Office of C.I.B.(Certificate of Indian Blood); <i>applies to new students only.</i>
	Official High School Diploma w/transcript or G.E.D. Certificate w/test scores
	Letter of admission from U.S.U. Ext. or class schedule for semester student is apply for.
	Complete FAFSA and turn in SAR Letter (Letter of Results); apply for financial aid even if you don't qualify.
	A copy of student's Degree Works Plan (plan with Advisor)



UINTAH & OURAY AGENCY UTE INDIAN TRIBE HIGHER EDUCATION UTAH STATE UNIVERSITY-UINTAH BASIN POLICY AND PROCEDURES

Purpose and Scope

This program provides financial assistance and encouragement to enrolled members of the Ute Indian Tribe. This allows the recipient to continue their education beyond high school, for the purpose of developing leadership, tribal talent, individual careers for present and future growth, and increasing employment opportunities.

Definitions

“Academic Year” means a period of time in which a full-time student is expected to complete the equivalent of at least two (2) Semesters, two (2) Trimesters, or three (3) Quarters at institutions that measure academic progress in credit hours.

“Accreditation” means that certification of an institution of higher education by a sanctioned national or regional accrediting agency or association recognized by the Secretary of Education.

“Campus-based Aid” means the Federal Financial Aid Program (SEOG, SSIG, Work Study, and Perkins Loan) administered by the Financial Aid Office at an institution of higher education.

“Continuing student” means a grant recipient who received a Tribal Scholarship and attended college the previous term.

“Eligible institution” means an institution of higher education that is accredited by a national or regional accrediting agency that accepts Federal Student Aid.

“Financial Aid Office” means the office of an institution of higher education that has responsibility for institutionally administered financial aid.

“Financial Aid Packet” means the Institutions documents that identify the amounts and types of financial aid awarded by the Institution, and the amount of unmet need.

“Full-time student” means an enrolled student who is carrying a full-time academic workload with twelve (12) or more credit hours, under standards applicable to all students enrolled in that student’s particular program.

“Higher Education Need Analysis” is a process using a form prepared by the Institution’s Financial Aid Officer based upon the Federal Student Aid Report (FSAR) that determines the amount of unmet need.

“Higher Education Office” means the Tribal Higher Education Office who administers funds appropriated for higher education grants to eligible students.

“Incomplete application” means a Grant Application that’s not properly filled-out with all the necessary forms attached and with the required documents needed to provide the student with financial assistance.

“New student” means an individual who has never received a Tribal Scholarship from the Ute Tribe Higher Education Office.

“Returning student” means a student who has in the past received a Tribal Scholarship from the Ute Tribe Higher Education Office and decides to return back to school after being absent more than one (1) semester to further their education.

“Transfer student” means a student who is currently receiving a Tribal Scholarship from the Ute Tribe Higher Education Office and plans on transferring from one school to another within that same academic year.

“Unmet Need” means the difference between the students’ cost of education and the resources available to defray those costs. Resources available include federal, state and institutional financial aid, which exclude Tribal grants.

Deadline for Application

These deadline dates have been made to complete the processing procedures of reviewing, approving/denying and preparing the necessary notifications to the applicant. No exceptions will be given to late or incomplete applications received after the given deadline dates.

All participants must submit to the Ute Tribe Higher Education Office a new application each semester:

Fall Semester: August 8th
Spring Semester: January 8th

Eligibility Requirements

To be eligible for financial assistance from the Ute Indian Tribe Higher Education Program, an applicant must meet the following requirements:

1. Must be a High School Graduate, G.E.D. Certificate, or a Continuing student with the following documents:
 - a. *For a High School Graduate: A copy of Official High School Diploma and Official High School Transcript.
 - b. *For a G.E.D. Certificate: A copy of the G.E.D. Certificate with the official test scores.
 - c. *Official Transcript from Last College attended (Student must be in good Standing - cumulative GPA of 2.00)

Preference will be given as follows:

1. Education: Teacher Preparation Program
2. General Ute Members: Graduated from high school
3. Ute Tribal Employee: Career orientated Full-time permanent employees with **WRITTEN PERMISSION** from their supervisor (Must be enrolled Ute Tribe Members)

Be admitted for enrollment as a student at Utah State University-Uintah Basin Campus

All applicants are required to apply for Federal Financial Aid through the Institution.

All applicants must provide a copy of the following documents when applying/receiving any type of assistance from the Ute Tribe Higher Education Program:

1. Complete Application
2. Official High School Diploma w/transcript, G.E.D. Certificate w/test scores
3. Letter of Admission from U.S.U. Ext
4. C.I.B. Certificate of Indian Blood-Official Letter-Vital Stat Office
5. Financial Aid (FAFSA) return SAR letter, verify results.
6. Degree work plan-students plan with their advisor

Higher Education program are awarded on the basis of demonstrated financial need provided from the Higher Education Needs Analysis form, as determined by the financial aid officer at the institution. It is imperative that each student completes a financial aid packet at the university to establish their education costs. Higher Education will support any payment not covered by Pell for the following: Tuition/Fees, Books and any necessary testing required by the school.

The Ute Indian Tribe Higher Education office will not commit Tribal or Tribal grant funding to any student who fails to complete any of the above procedures in a timely manner or by the due dates given.

Guidelines

Guidelines have been set forth, in order to maintain acceptable standards, these guidelines are as follows:

- 1) All Pre-enrollment fees such as: application and admission fees and other minor fees must be paid for by the student. Financial Aid (Pell) may cover these costs when available from the Institution.
- 2) All participants (new, continuing or returning) must submit to the Ute Tribe Higher Education Office a new application each academic year.
- 3) All participants must submit Final Grades at the end of each semester to the Higher Education Dept. and Supervisor. Failure to provide any of this information will affect the funding awarded to the student for that semester and the next. This may also place the student on probation for one (1) additional semester or if it should occur twice (2) in a row, the student will be suspended from the Program for two (2) academic years.
- 4) Those participants who are graduating from College will be required to submit a copy of their Degree/Certificate received with Official Transcripts to the Ute Tribe Higher Education Office, no later than 2-months after graduation. (Note: On-line transcripts are not acceptable) Failure to submit such documentation will affect any future assistance through the Ute Tribe Higher Education Program.
- 5) Applicants are required to use their Veteran's benefits (G.I. Bill) prior to or in cooperation with the tribal program.
- 6) All students who receive a Tribal/U.S.U. Grant will be required to maintain and successful pass as follows:
 - A. Teacher Preparation-Three (3) classes=9-credits
 - B. Tribal Employees-Two (2) Classes=6-credit hours
 - C. General Ute Members (2-3 max) classes=9-credit hours per semester

While maintaining a Semester GPA of Cumulative 2.00. Any student who fails to meet these requirements will be placed on probation for one additional semester to meet these requirements. At

the end of the probation period, the student must meet the specified requirements or be suspended from the program for two (2) years. While on suspension, the student would need to attend school on his/her own until the deficiencies are met. **NOTE: If the school places a student on suspension or probation, during the semester, the Ute Tribe Higher Education Program will also place them on suspension or probation.**

- 7) Students are required to notify the Higher Education Office within forty-eight (48) hours in the following cases:
- A. Student withdraws or drops below 9 credit hours per semester.
 - B. Student is suspended from school.
 - C. Student is placed on academic probation.
- Students who fail to comply with the forty-eight (48) hour notification procedures will be automatically suspended from the UIT Higher Education-Tribal/BIA or AVT Scholarship Program for a minimum of two (2) years.**
- 8) A file must be kept on each student receiving Tribal/U.S.U. GRANT from the Ute Indian Tribe. This file shall be **CONFIDENTIAL** and available only to authorized personnel in accordance with the Privacy Act of 1974. Authorized personnel consist of the UIT: Higher Education Office, Education Director and Assistant Education Director and Education Board.

Payments

- 1) Must be an enrolled Ute tribal members, and a student residing on the Uintah & Ouray Reservation, who have met the application requirements for the USU Uintah Basin Program will be **sponsored** by the Ute Tribe Higher Education Dept., we will pay for their tuition and books only.
- a. TUTION: Student must inform USU Business Assistant that UIT Higher Ed. Office will sponsor student. The school will email the Sponsor's Authorization form to the Higher Ed. Coordinator with the cost of approved credit hours.
 - b. TEXTBOOKS: Student booklist needs to be turned into the Higher Ed. Office no later than two weeks before the first day of class. The booklist should have the following items listed: course number, ISBN number, name of book & cost of the book. Should you miss this time frame, it will be your responsibility to pay for your own books, and you may request for reimbursement: include items receipt, and class syllabus-to show they required. Books are the property of the UIT Higher Education Office and will need to be turned in at the end of the class/semester.

Appeals Procedures

The Ute Tribe Business Committee has approved and appointed an Education Board.

The Business Committee recognizes your right to appeal to them; however, they request that you utilize the Education Board as the first step in the appeal process as follows:

- a. Students need to request an appeal date from the Education Board.
- b. Students are required to provide documentation to support the claim of their appeal to the Education Board within ten (10) working days after a decision has been rendered, along with a written statement supporting your request, it needs to be turned in prior to your appeal date.
- c. The Education Board will review the appeal; Proper notification will be sent to the applicant/student as soon as the results of the appeal/request have been reviewed.

Agreement

I, _____, have read and agree to comply with all the Rules, Regulations and required Policies and Procedures with the Ute Tribe Higher Education-USU Uintah Basin Program. I understand that the Ute Tribe Higher Ed. Program will not commit any funds to any student who fails to complete any of the above procedures in a timely manner or by the due dates given. I understand failure to comply with these above guidelines; I may be placed on probation, suspension or termination from this program and required to refund any amount of award given to me at any time.

Student's Signature

Date



**UTE INDIAN TRIBE HIGHER EDUCATION
U.S.U. UINTAH BASIN PROGRAM
APPLICATION**

Personal Information

Name: _____ Student' ID: _____

Previous Name(s): _____ Date of Birth: ____/____/____

Mailing Address: _____

City: _____ State/Zip Code: _____

E-Mail Address: _____

Phone #: _____ Permission to send text messages? Yes No

UTE INDIAN TRIBE FB#: _____ or OTHER: _____

Status Information

Application Type: New Continuing Transfer Returning

Student Status: Freshman Sophomore Junior Senior Graduate

High School Diploma: _____ or GED Certificate: _____

Work Information (*Ute Tribe Employees*)

Department of Employment: _____ Phone: _____

Name of Supervisor/Title: _____ Supervisor's Initials: _____

School Information

Semester Attending (mark all that apply): Fall 202_____ Spring 202_____

Type of Program/Degree enrolled in:

- A.A.(Associate of Arts) A.S.(Associate of Science) A.A.S.(Associate of Applied Science)
 B.A. (Bachelors) M.A. (Masters) Two-Year Certificate
 Other (General Ed.): _____

Major: _____ Minor: _____

List any Colleges/Universities/Technical Schools you attended in the past:

<u>Name</u>	<u>Address</u>	<u>Year attended</u>	<u>Credits Earned</u>

I hereby certify that the answers I have provided on this application are true and correct, and understand that providing false information on this application may result in suspension from the program. I agree to comply with all rules and regulations that are written in the Policy & Procedures with the Ute Indian Tribe Higher Ed. Program. If for any reason I do not comply with these rules and regulations, I hereby agree to accept the consequences that are given by either the Education Board and/or Higher Ed. Office. I authorize the release of all academic records and information, such as: midterm reports, final grades and transcripts, to be released to the Ute Tribe Higher Ed. Office.

Student's Signature

Date

For Office Use Only

<i>U.S.U. Sponsor's Authorization for Payment:</i> <i>Approved</i> _____ <i>Denied</i> _____ <i>Incomplete</i> _____		
_____ <i>Higher Ed. Coordinator's Signature</i>	_____ <i>Date</i>	
_____ <i>Education Director's Signature</i>	_____ <i>Date</i>	



CONSENT TO RELEASE INFORMATION

STUDENT INFORMATION

Name: _____ DOB: ____/____/____

Student's A-Number: _____ Phone: _____

Address: _____

Name: Utah State University

Address: 987 East Lagoon St. Roosevelt, UT 84066

Phone: 435-722-1723 or 435-722-1700

I, _____, authorize the release of any Academic information or records (such as: Midterm Reports, Final Grades, Class Schedules, Transcripts and any other Financial Information) to be released from the school named on this form to:

Ute Tribe Higher Education Office

P.O. Box 744

Fort Duchesne, Utah 84026

Phone (435) 725-4083

Fax (435) 722-0811

Student's Signature

Date

