Minnesota Indian Scholarship Program

2016-2017

Section I

I. Minnesota Indian Scholarship Program (MISP) 1

A. Program Objective 1

B. Eligibility to Participate 1
1. Postsecondary Institutions 1
2. Student Eligibility 1

C. Application Process 3

D. Award Process 4

E. Disbursement Process 6

F. Refund Process 8

G. State Audit Requirements 9
1. Records Available for Auditors 9
2. Student Eligibility 10
3. Documentation of Refunds 10
4. Return of Funds 10
5. Reconciliation 11

Section II

Minnesota Statutes Governing Minnesota Indian Scholarship Program 1-2

Section III

Appendices: Minnesota Indian Scholarship Program 1

I. Minnesota Indian Scholarship Program (MISP)

A. Program Objective

1. To provide postsecondary financial assistance to eligible Minnesota resident students who are of one-fourth or more American Indian ancestry and demonstrate financial need for an award.

B. Eligibility to Participate

1. Postsecondary Institutions

To be eligible, a student must be enrolled in one of the following:

a. All accredited degree programs in accredited Minnesota colleges or universities; or
b. Courses in accredited Minnesota business, technical or vocational institutions; or
c. A Minnesota college in candidacy status for obtaining full accreditation and eligible for and receiving federal financial aid programs; or
d. A Minnesota higher education institution that has a joint program with another accredited higher education institution.

2. Student Eligibility

a. Minnesota Resident Student as defined in the 'Common Definitions' chapter of this manual.
b. One-fourth or more American Indian ancestry.
c. Has completed the FAFSA and applied for other state and federal scholarship and grant programs.
    i. **Undergraduate Minnesota Resident Students and Transcripts Required for State Grant Eligibility:** If an undergraduate student is unwilling or unable to provide transcripts or other required documentation in order to complete his or her application for the State Grant Program, the student is not eligible to receive MISP funding unless the institution has determined student would not qualify for a state grant award based on EFC at any enrollment level.
d. Meet Satisfactory Academic Progress (SAP) as defined in the 'Common Definitions' chapter of this manual.
e. Demonstrate financial need for an award.

i. **Undergraduate students**: must be eligible or would be eligible, as defined below, to receive the Federal Pell Grant or Minnesota State Grant based on the federal needs analysis and have unmet financial need after the Federal Expected Family Contribution (EFC) and all forms of gift aid are subtracted from the Title IV Cost of Attendance.

EXAMPLE: If a student is otherwise eligible for a State Grant but the amount of the calculated award is zero at the student's enrollment level for each of the terms in the enrollment period, then the student is not considered eligible for MISP.

- To demonstrate eligibility to receive either Federal Pell Grant or Minnesota State Grant a student:
  - must receive either a disbursement of Federal Pell Grant or Minnesota State Grant during at least one term of the budget period; or
  - The student would otherwise be eligible to receive a disbursement of at least the minimum amount of either a Federal Pell Grant or a Minnesota State grant during at least one term of the budget period at the institution he or she is attending but who will not receive the disbursement because of one or more of the following: has earned a baccalaureate degree (must not have exceeded maximum number of years of MISP awards), has met or exceeded the Federal Pell Grant Maximum Lifetime Eligibility, has met or exceeded the Minnesota State Grant Limit on Postsecondary Attendance, or has a Child Support Hold listed on the State Grant On-Line Hold Report.
- NOTE: Institutions with students who will not receive Federal Pell Grant or Minnesota State Grant during at least one term of the budget period but would otherwise be eligible, should notify the Office in order to have the student's record accurately identified in the online database.

ii. **Graduate students**: must have unmet financial need after the Federal Expected Family Contribution (EFC) and all forms of gift aid are subtracted from the Title IV Cost of Attendance.

f. Undergraduate students must be enrolled on a three-quarter time basis or more and graduate students must be enrolled at least half time.

g. Must not be in default on a federal or state student loan or, if in default, has regained eligibility for federal or state student aid.

C. Application Process

1. A complete application must be on file in order for student to be eligible to receive funds.
2. Complete application includes:
   a. Completed student section of the MISP Application (See Appendix 1).
      i. **Preferred method**: student submits application online via the web application available on the Office's website.
      ii. Institution and tribal scholarship office officials may submit an application via the online institution/tribal official database access on behalf of a student provided the student submitted a paper application that contains the release for institutions and tribal scholarship office to be able to submit application information on a web based application system on behalf of the student.
      iii. If student submits paper application to the Office it will be entered into the application database as of the date it is received.
   b. School Budget Sheet completed online or in paper form by institution and updated if changes to the student's financial aid package occur (See Appendix 1).
      i. **Preferred method**: Institution submits budget sheet online via the institutional official database access.
      ii. If institution submits paper budget sheet to MISP it will be entered into the database as of the date it is received.
      iii. Institutions **should not** submit a School Budget Sheet if a student has not completed the financial aid process at their institution. This includes students who have not yet submitted a FAFSA or have outstanding verification or conflicting information documentation to submit.
      iv. Institutions **should** submit a School Budget Sheet if a student has completed all of the necessary steps at the institution to receive financial aid **regardless** of whether or not the college has established tuition and fees for the upcoming year, has the ability to provide a complete and final budget sheet or can issue an award letter.
      v. Some estimated information may be submitted on initial School Budget Sheets if the institution is unable to obtain the actual information. For example, if the institution has not established tuition and fees or Cost of Attendance for the upcoming year, an estimated amount can be used but must be updated with accurate information as soon as possible to ensure awards are calculated accurately for eligible students.

vi. Institutions are required to review and update the School Budget Sheet for awarded students before approving the disbursement, at the time of disbursement and after disbursement to ensure students continue to demonstrate financial need.

c. Verification of the student's one-fourth or more American Indian ancestry.

i. Must be submitted or on file with the Office.

ii. Student can submit one or a combination of Certificates of Indian Blood or other documentation that verify a combined blood quantum of one-fourth or more American Indian ancestry. Such documentation must be official documentation issued by a tribe, tribal government or the federal government. It should include the student's name, date of birth and the student's blood quantum or degree of ancestry.

iii. Verification may also be furnished by the tribal enrollment book for Minnesota Chippewa Tribe held by the Office.

iv. Verification may also be provided by tribal offices to the Office.

3. Complete applications are ranked in order of completion date.

a. If there are multiple applications with identical completion dates, those applications are further sorted by student application receipt date.

b. The completion date is the date all documentation needed for a complete application has been submitted to the Office.

4. Incomplete applications are held pending receipt of additional documentation.

a. Follow-up letters are sent to applicants requiring additional documentation.

b. Institutions are able to view a list of incomplete applications via the online database.

c. Periodically, institutions will receive a reminder if they have incomplete applications missing School Budget Sheets.

D. Award Process

1. Complete applications are ranked in order of completion date.

a. If there are multiple applications with identical completion dates, those applications are further sorted by student application receipt date.

2. Awards are made until all available program funding has been awarded.

a. Overawarding of the program appropriation is allowed due to the historical rate of refunds returned for recipients who do not enroll.

b. Once funds are initially exhausted, remaining applicants are placed on a waiting list in order of completion date.

3. Awards are determined based on student's unmet financial need based on the following calculation:

Student's Total Cost of Attendance Used for Federal Financial Aid Programs - Expected Family Contribution (from FAFSA) - Federal Pell Grant - Federal SEOG Grant - Minnesota State Grant - All <u>other gift aid, including tribal scholarships</u> = MN Indian Scholarship Award Amount (Based on Award Amount Guidelines)

a. Student's total Cost of Attendance is the federal Title IV Cost of Attendance which is used for federal financial aid programs and includes tuition, fees, books, supplies, transportation, room and board and miscellaneous expenses.

b. Gift aid included in the calculation includes, but is not limited to:

i. Federal Pell Grant

ii. Federal SEOG Grant

iii. Federal TEACH Grant

iv. Minnesota State Grant

v. Minnesota Postsecondary Child Care Grant

vi. Minnesota GI Bill

vii. Tribal Scholarships

viii. Institutional Scholarships or Grants

ix. All other scholarships or grants

c. Federal or Minnesota work study funds should not be included in the calculation unless institution has first consulted with the Office and the Office has indicated it can be included.

d. Federal, state or private student loans are excluded from the calculation

e. Federal Veterans Education Benefits excluded from Estimated Financial Assistance for the purposes of awarding federal financial aid are also excluded from gift aid for the purposes of awarding MISP funds.

4. Award amount guidelines:
    a. Maximum Award: $4,000 per award year for undergraduate students and $6,000 per award year for graduate students.
5. Annual awards are based on a nine-month academic year and divided into two semester or three quarter installments.
    a. Upon request by the student or institution, the annual award may be divided into three semester or four quarterly installments for students enrolled for a 12-month period.
    b. Summer awards can also be made in cases where the student is not enrolled for all terms of the standard academic year and/or they have not yet been awarded the annual maximum.
6. Limit on the number of years a student can receive scholarship.
    a. Students are eligible to receive a scholarship for up to five years of study at the undergraduate level and an additional five years of study at graduate/professional level.
    b. Students in certificate, diploma or associates degree programs are eligible to receive the scholarship for no more than three years in order to reserve the remaining two years of undergraduate eligibility for the completion of a bachelors degree.
    c. Students may receive the scholarship for only one degree per level and one doctorate or professional degree.
7. Award rosters are available for institutions each time awards are made throughout the year and a listing of all awards will be available to view via the online database. A listing of recipients by tribal affiliation is also available for each tribal scholarship office located in Minnesota and available for viewing via the online database.

E. Disbursement Process

1. Institutions are notified when pending awards are available to view and confirm online.
    a. Award rosters are available to view on a term by term basis up to 45 days in advance of the term start date indicated on the budget sheet provided by the institution.
    b. Institutions must review for accuracy and update, if needed, the current budget information for each student on the award roster **before** they verify a student is eligible on the award roster. This is to ensure that the student's award amount is accurate before funds are disbursed.

   c. Institutions must verify each student's status on award roster before any funds are disbursed to the institution for eligible students.
      i. For students who are not eligible, institution must indicate reason for ineligibility.
2. The Office schedules payment dates for each award indicated as eligible by the institution on the award roster.
3. Awards with scheduled payment dates are available to view on payment rosters via the online database.
4. Funds are transferred to the institution via EFT.
   a. Institutions can view and print the payment rosters providing supporting documentation for payment amounts via the online database.
5. Institution may not make a payment to a student for a payment period or term until the student has registered for classes during that payment period or term.
6. Institution is liable for all funds that are disbursed to a registered student prior to the start of the enrollment period if that student fails to begin the enrollment period.
   a. The institution must reimburse program funds disbursed to the student prior to the start of the enrollment period if the institution cannot document that the student did begin attending classes.
7. Disbursements must be based on the student's status as of the date of disbursement or the add/drop date as stated in the institutions' catalog whichever is later.
   a. If a student has withdrawn or dropped below three-quarter time for undergraduate students or half time for graduate students or fails to meet another program eligibility requirement prior to disbursement, the student may not receive funding for that term.
8. If the institution posts a MISP payment to a student's account prior to receipt of MISP funds from the Office, the payment posted to the student's account must be cancelled if the student fails to enroll, withdraws or reduces his or her enrollment level below three-quarter time for undergraduate students or half time for graduate students prior to the institution's receipt of funds from the Office, unless the MISP funds are received by the institution within 14 days of posting the payment to the student's account.
9. All related disbursement guidelines used for the State Grant program apply to MISP including determination of disbursement date, acceptable methods of disbursement, student authorization for EFT transactions, student account balance requirements and other applicable

guidelines described in the 'Disbursement Process' section of the State Grant chapter in the Financial Aid Manual.

F. Refund Process

1. If a recipient fails to enroll or meet a program eligibility requirement, the entire scholarship must be returned to the Office within 30 days of the receipt of funds at the institution or when the recipient's ineligibility is determined whichever is later.
2. Institutions are required to review and make any necessary updates to the School Budget Sheet throughout the award year for all recipients and within 30 days of any changes make any necessary refunds or contact the Office to determine if funds from one term can be transferred to another term or if a refund is necessary.
3. Institutions may retain funds for more than 30 days if the institution has proof that they have contacted the student and that the student will start the applicable term at a later date but must inform the Office if this occurs.
4. If a recipient withdraws or reduces enrollment below three-quarter time for undergraduate students or half time for graduate students:
    a. Before the disbursement and before the end of the drop/add period, then the entire scholarship must be returned to the office;
    b. After the disbursement but before the end of the drop/add period, then the entire scholarship must be returned to the Office;
    c. After the disbursement and after the end of the drop/add period; no refund is required unless student fully withdraws.
    d. If a student withdraws from a modular or non-term based credit hour program the point of withdrawal will determine when and if a refund must be made.
        i. If student begins a term and the institution expects the student to be enrolled at least three-quarter time for undergraduate students or half time for graduate students, the school can disburse the scholarship to the student account.
        ii. If student withdraws before beginning the ninth credit to be considered three-quarter time for undergraduate students or before being enrolled half time as a graduate student, the entire scholarship must be returned to the office within 30 days.

iii. Once student is considered three-quarter time for undergraduate students or half time for graduate students, the entire scholarship may be retained unless the student fully withdraws.

iv. If student fully withdraws after disbursement and after having begun the 9th credit for undergraduate students or after being considered enrolled half time for a graduate student, the Office of Higher Education refund calculation must be used to determine the refund to be returned to the state.

5. If the student fully withdraws after the disbursement of the funds, the Office of Higher Education refund calculation must be used to determine the refund to be returned to the state.
6. Refunds must be returned with written documentation that, at a minimum, indicates the individual student for which the refund is being made, the amount of the refund, the aid year and term for which the refund should be applied and the reason for refund.
   a. Institutions may choose to use the Refund Return Form provided by the Office (Appendix 2).
7. Refunded money is available for awards to other eligible students on the waiting list.

G. State Audit Requirements

1. Records Available for Auditors

a. State auditors will periodically visit each participating institution to perform an audit.

b. The institution also has the option of hiring an outside auditing firm to conduct its state audits in conjunction with its audits of federal aid programs. (See ‘Audits’ under the Common Definitions chapter of the Financial Aid Manual for further information.)

c. Each participating institution must establish a procedure by which an audit can be conducted by going to no more than three administrative offices within the institution. In most cases, these will be the financial aid office, the business office and the registrar’s office, but that choice is made by the institution.

d. Each institution must maintain and make available to auditors individual student financial aid files for MISP recipients.

e. Historical records and documentation must be kept on file for three years after the last day of the fiscal year or until all audit exceptions for the period are resolved.

2. **Student Eligibility**
   a. The institution must have written documentation to support the student's eligibility including, but not limited to, the following:
      i. The student's enrollment level in an eligible program at date of disbursement or at the end of the add/drop period, whichever is later. The actual documentation, such as a fee statement or transcript, need not be kept at the audit location but must be readily available at the registrar's office or other responsible department within the institution; and
      ii. The student met the other program eligibility requirements described in the 'Eligibility to Participate' section of this chapter with the exception of proof of American Indian ancestry, which is maintained by the Office.

3. **Documentation of Refunds**
   a. Written documentation supporting individual student refunds to the MISP must be retained at the institution (i.e., a copy of the calculation worksheet used to calculate the refund and the MN Office of Higher Education Refund Return Form available in Appendix 2).

4. **Return of Funds**
   a. MISP funds not issued to students must be returned to the Office within 30 days of the beginning of the academic term or 30 days from the receipt of the funds at the institution, whichever is later.
      i. Institutions may retain funds for more than 30 days if the institution has proof they have contacted the student and the student will start the applicable term at a later date.
   b. The funds must be returned with the required written documentation indicated in the 'Refund Process' section of this manual.
      i. Documentation of such refunds must be retained at the institution.
   c. Institutions must be able to identify the date on which the funds were disbursed to the student and the corresponding dollar amount.
   d. Amounts returned to the program must also be documented for individual students (copy of the payment roster with refunds indicated).

5. **Reconciliation**
   a. At a minimum, at the end of each fiscal year, the financial aid office must reconcile its record of MISP disbursements with:
      i. Offices' records of MISP disbursements, and
      ii. Institution's business office records of MISP disbursements.
   b. The Office strongly encourages financial aid offices reconcile its record of MISP disbursements with the Office and institutional business office records monthly and at the end of each term in order to make available any refunded funds for awards to other eligible students on the waiting list.

Minnesota Statutes Governing Minnesota Indian Scholarship Program

136A.126 INDIAN SCHOLARSHIPS.

Subdivision 1. **Student eligibility.** The commissioner shall establish procedures for the distribution of scholarships to a Minnesota resident student as defined under section 136A.101, subdivision 8, who:

(1) is of one-fourth or more Indian ancestry;

(2) has applied for other existing state and federal scholarship and grant programs;

(3) is meeting satisfactory academic progress as defined under section 136A.101, subdivision 10;

(4) is not in default, as defined by the office, of a federal or state student educational loan;

(5) if enrolled in an undergraduate program, is eligible or would be eligible to receive a federal Pell Grant or a state grant based on the federal needs analysis and is enrolled for nine semester credits per term or more, or the equivalent; and

(6) if enrolled in a graduate program, demonstrates a remaining financial need in the award amount calculation and is enrolled, per term, on a half-time basis or more as defined by the postsecondary institution.

Subd. 2. **Eligible programs.** Scholarships must be for enrollment at an eligible institution that is accredited. Scholarships may also be given to students attending eligible institutions that are in candidacy status for obtaining full accreditation, and are eligible for and receiving federal financial aid programs. Students are also eligible for scholarships when enrolled in eligible institutions that have joint programs with other accredited higher education institutions.

Subd. 3. **Cost of attendance.** The total cost of attendance shall include tuition and required fees charged by the institution and the campus-based budget used for federal financial aid for food, housing, books, supplies, transportation, and miscellaneous expenses.

Subd. 4. **Award amount.**

(a) Each student shall be awarded a scholarship based on the federal need analysis. Applicants are encouraged to apply for all other sources of financial aid. The amount of the award must not exceed the applicant's cost of attendance, as defined in subdivision 3, after deducting:

(1) the expected family contribution as calculated by the federal need analysis;

(2) the amount of a federal Pell Grant award for which the applicant is eligible;

(3) the amount of the state grant;

(4) the federal Supplemental Educational Opportunity Grant;

(5) the sum of all institutional grants, scholarships, tuition waivers, and tuition remission amounts;

(6) the sum of all tribal scholarships;

(7) the amount of any other state and federal gift aid; and

(8) the amount of any private grants or scholarships.

(b) The award shall be paid directly to the postsecondary institution where the student receives federal financial aid.

(c) Awards are limited as follows:

(1) the maximum award for an undergraduate is $4,000 per award year;

(2) the maximum award for a graduate student is $6,000 per award year; and

(3) the minimum award for all students is $100 per award year.

(d) Scholarships may not be given to any Indian student for more than three years of study for a two-year degree, certificate, or diploma program or five years of study for a four-year degree program at the undergraduate level and for more than five years at the graduate level. Students may acquire only one degree per level and one terminal graduate degree. Scholarships may not be given to any student for more than ten years including five years of undergraduate study and five years of graduate study.

Subd. 5. **Awarding procedure.**

(a) Awards must be made on a first-come, first-served basis in the order complete applications are received. If there are multiple applications with identical completion dates, those applications are further sorted by application receipt date.

(b) Awards are made to eligible students until the appropriation is expended.

(c) Applicants not receiving a grant and for whom the office has received a completed application are placed on a waiting list in order of application completion date.

History: Ex1959 c 71 art 5 s 36; 1971 c 176 s 1; 1977 c 384 s 1; 1983 c 258 s 28; 1Sp1985 c 11 s 12; 1988 c 629 s 28; 1988 c 718 art 3 s 3; 1993 c 224 art 9 s 32; art 13 s 40; 1993 c 374 s 23; 1997 c 192 s 20; 1998 c 397 art 2 s 107,164; 1998 c 398 art 5 s 55; 2000 c 489 art 3 s 4; 1Sp2001 c 6 art 2 s 49; 1Sp2005 c 5 art 2 s 70; 2007 c 146 art 2 s 28, 47; 2008 c 298 s 5; 2010 c 364 s 8,9; 2013 c 99 art 2 s 29

Appendices: Minnesota Indian Scholarship Program

Appendix: Minnesota Indian Scholarship Program

Appendix

Indian Scholarship Application with School Budget Sheet 1

Refund Return Form 2

MINNESOTA OFFICE OF HIGHER EDUCATION	MN Indian Scholarship Program MN Office of Higher Education 1450 Energy Park Dr., Suite 350 St. Paul, MN 55108 (800) 657-3866 (651) 642-0567	**MINNESOTA INDIAN SCHOLARSHIP PROGRAM APPLICATION INSTRUCTIONS**	2016-2017 DUE: **July 1, 2016** Page 1

Read instructions before completing application. Incomplete applications will not be processed.
Return the application to:
Minnesota Indian Scholarship Program
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227

PROGRAM INFORMATION

The Minnesota Indian Scholarship Program (MISP) provides postsecondary financial assistance to eligible Minnesota resident students who are of ¼ or more American Indian ancestry and demonstrate financial need for an award. Eligible students must be attending eligible accredited institutions in Minnesota. Scholarships are available to eligible undergraduate students enrolled at least ¾ time and graduate students enrolled at least half time who are meeting Satisfactory Academic Progress (SAP) requirements as defined by the institution and have completed a Free Application for Federal Student Aid (FAFSA) and applied for other state and federal scholarship and grant programs. Students are eligible to receive a scholarship for up to five years of study at the undergraduate level (limited to 3 years of funding for students in less than 4-year programs) and an additional five years of study at the graduate level and may receive the scholarship for only one degree per undergraduate educational level and one terminal degree. The award amount is based on need up to $4,000 per year for undergraduate students and up to $6,000 for graduate students. Scholarships are awarded on a 'first come – first served' basis based on the date your **complete** application is received at the MISP office at the address listed above or via an online application.

COMPLETE APPLICATION CHECKLIST

In order for you application to be considered **complete** once received at the MISP office, your application must include the following:

- ❒ The name of the college and the campus location, if applicable, that you plan to attend or are already attending
- ❒ A complete mailing address, to ensure that we can correspond with you
- ❒ A complete budget sheet completed by a school official in the financial aid office at your college (college may submit online)
- ❒ Documentation of ¼ American Indian ancestry showing blood quantum must accompany the application unless you have applied for the MISP before and it was submitted with your previous application
- ❒ Student signature and date

PRIORITY DEADLINE CONSIDERATION

Priority deadline is **July 1st**. In order to be considered for priority funding you must:

Step 1: Complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
Step 2: Complete student section of attached Minnesota Indian Scholarship Program Application
Step 3: Request college financial aid office to complete school budget section of application in paper or online
Step 4: Submit completed application, including student section and school budget section, to the MISP at the address listed
Step 5: If applying for tribal scholarship, submit copy of completed MISP application to tribal scholarship office

IMPORTANT INFORMATION

- Scholarships are awarded on a 'first come – first served' basis based on the date your **complete** application is received at the MISP office at the address listed above or via an online application.
- If we require additional information, we will contact you via U.S. mail and/or your submitted email address.
- We make every attempt to contact you in regards to your application status via U.S. mail and/or email, but if it is returned with no forwarding address, notification is sent to your college and will remain as the only notification.
- It is **YOUR** responsibility to contact us if you have a change of address or other information.
- It is **YOUR** responsibility to get **ALL** requested information to us as soon as you can, as delays may result in lack of funding.
- Registering on the **FIRST** day of class may result in a lack of funding or delayed disbursement of your MISP award if your college has to recalculate your budget.
- Undergraduate students must be registered for ¾ time or more and graduate students at least half time. Applications will not be considered for students not registered at the required enrollment level.
- We recommend that you apply for a tribal scholarship as soon as possible.
- We recommend that you contact your college financial aid office after you have submitted your MISP application to ensure that all the required documentation has been received.

QUESTIONS??

- If you need assistance filling out this application or have any questions, please contact us at:
  Telephone Number 1-800-657-3866 or (651) 642-0567.
- You can also submit email inquiries to info.ohe@state.mn.us.
- Be sure to specify your inquiry is related to the Minnesota Indian Scholarship Program.

MINNESOTA OFFICE OF HIGHER EDUCATION	MN Indian Scholarship Program MN Office of Higher Education 1450 Energy Park Dr., Suite 350 St. Paul, MN 55108 (800) 657-3866 (651) 642-0567	**MINNESOTA INDIAN SCHOLARSHIP PROGRAM APPLICATION**	2016-2017 DUE: **July 1, 2016** Page 2

GENERAL INFORMATION:

- Read attached program information sheet and visit www.ohe.state.mn.us/indianscholarship for more information on eligibility requirements
- **Complete** applications received after priority deadline of **July 1** may be placed on a waiting list and awarded in order of the complete application date
- Applications can also be submitted online at www.ohe.state.mn.us/indianscholarship

Complete steps #1-5 by July 1st in order to be considered for priority funding:

1. Complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
2. Complete student section of Minnesota Indian Scholarship Program Application
3. Submit American Indian ancestry documentation, if necessary
4. Request college financial aid office to complete school budget section of application
   Submit **complete** application by July 1st with school budget and ancestry documentation

TYPE OF APPLICATION

☐ New (never applied)
☐ Renewal (applied to program before)

TERMS OF ATTENDANCE

☐ SSII (Starts after July 1)
☐ Fall
☐ Winter
☐ Spring
☐ SSI (Starts before June 30)

STUDENT SECTION – ALL INFORMATION REQUIRED

Name (Last, First, Middle)			Social Security Number	
Please list **ALL** names you have used (including maiden name) other than the name listed above			Date of Birth	
Mailing Address			E-Mail Address	
City	State	Zip Code	Telephone Number ( ) -	
Permanent Address (if different from mailing address)		City	State	Zip Code
College and campus site attending				

Gender ☐ Male ☐ Female	Marital Status ☐ Single ☐ Married ☐ Other (Divorced, Separated etc.)			
Degree seeking ☐ Certificate/Diploma ☐ Associate's ☐ Bachelor's ☐ Graduate/Master's ☐ Doctorate or Professional	Major/Program	Are you an Education Major?	☐ YES ☐ NO	Expected Graduation (month/year)

Did you graduate from high school? ☐ YES ☐ NO	If YES:	High School (Name, City, State)	Year of Graduation	If NO:	Year of GED:

Tribal Affiliation (check one): ☐ Enrolled in Tribe ☐ Combination	**All new applicants <u>must</u> attach documentation verifying ¼ or more American Indian blood. If combination, applicant <u>must</u> provide documentation showing blood quantum from each tribe.**

Please list all tribes with which you are affiliated **(If Minnesota Chippewa Tribe, indicate band)**:

Tribe and Band (if applicable):	Tribal Address (include city, state, zip):
Tribe and Band (if applicable):	Tribal Address (include city, state, zip):
Tribe and Band (if applicable):	Tribal Address (include city, state, zip):

STUDENT CERTIFICATION AND PERMISSION FOR RELEASE OF INFORMATION
Please check the box next to each statement indicating that you understand the statement:

- ❒ I understand and accept the obligation to provide a written report to the college financial aid office of any changes in information provided on this application.
- ❒ I give permission to my college, the MISP and tribal offices to verify the information provided on this application and to obtain information for all funding sources relating to this application and for verifying my degree of Indian ancestry.
- ❒ I give permission to my college, the MISP and tribal officials to enter the information from this application onto the web-based application on my behalf.
- ❒ I certify that the information on this application is true and correct and I promise to provide additional documentation if requested.
- ❒ I understand that this form is used to establish eligibility for the MISP and that if I purposely give false or misleading information on this form, I may be subject to a fine, prison sentence or both; and such action may result in the forfeiture of future awards from this program.
- ❒ I understand that any changes in my FAFSA, Pell Grant, MN State Grant, or other financial aid may cause my scholarship award to be adjusted.
- ❒ I understand that all awards are subject to the availability of funds.

Applicant Signature	Date

FINANCIAL AID OFFICER: PLEASE COMPLETE "PAGE 3" BUDGET SHEET ↗

MINNESOTA OFFICE OF HIGHER EDUCATION	MN Indian Scholarship Program MN Office of Higher Education 1450 Energy Park Dr., Suite 350 St. Paul, MN 55108 (800) 657-3866 (651) 642-0567	**MINNESOTA INDIAN SCHOLARSHIP PROGRAM BUDGET SHEET (FOR FINANCIAL AID OFFICE USE ONLY)**	2016-2017 DUE: **July 1, 2016** Page 3

IDENTIFICATION INFORMATION

Student Name	Social Security Number
Institution Name	Federal School Code

FINANCIAL AID OFFICE VERIFICATION OF INFORMATION

School Official (please print)	Signature	Date	Telephone Number ( ) -
Does student meet MN State Grant residency requirements? ☐ Yes ☐ No	**ISIR** date this budget/EFC is based on:	Check here if Budget Sheet sent to Tribal Scholarship Office: ☐	
Type of Budget: ☐ First Budget ☐ Revision	☐ Revision, Summer Add On ☐ Summer Only	Revisions: ☐ 1st Revision Date:	☐ 2nd Revision Date: ☐ 3rd Revision Date:
Student Will be Attending ☐ Full Time ☐ 3/4 Time ☐ 1/2 Time (undergraduate students not eligible at 1/2 time)	Current Student Status: ☐ Eligible ☐ Academic Suspension ☐ In Default on Federal or State Loan ☐ Withdrawal ☐ Other:	Current degree student is seeking: ☐ Certificate/Diploma ☐ Associate's ☐ Bachelor's ☐ Graduate/Master's ☐ Doctorate or Professional	

Budget Period:	From:	To:	Total Cost of Attendance for this Budget Period:	$
Resources:	Parent Contribution: $	Student Contribution: $	Total Resources (EFC):	$

IMPORTANT: Please list grants, scholarships, and institutional aid the student is receiving or expected to receive.
Please **do not** list federal or private loans.
Start Date will determine MISP disbursement date. **Enrollment level** used to determine if student is eligible each term.

TERMS		SSII (2016)	FALL	WINTER	SPRING	SSI (2017)	TOTAL
Start Date (for disbursement)							
Enrollment Level (FT, 3QT, HT)							
Assessed Need (COA – EFC)		$	$	$	$	$	$
FEDERAL/ STATE/ COLLEGE/ PRIVATE OR OTHER GIFT AID **DO NOT INCLUDE LOANS**	PELL	$	$	$	$	$	$
	SEOG	$	$	$	$	$	$
	MN ST GT	$	$	$	$	$	$
		$	$	$	$	$	$
		$	$	$	$	$	$
		$	$	$	$	$	$
BALANCE		$	$	$	$	$	$

ADDITIONAL INSTITUTIONAL COMMENTS

TRIBAL AND MISP FUNDING
(FOR MISP OFFICE ONLY)

TERMS	SSII	FALL	WINTER	SPRING	SSI	TOTAL
DATE						
TRIBE	$	$	$	$	$	$
MISP	$	$	$	$	$	$

Comments:

MN Office of Higher Education Refund Return Form

For Returning End of Year Balances of Post-Closure Refunds

Returning End of Year Balance

(for use with State Grant, State Work Study, Postsecondary Child Care Grant and MN GI Bill programs)

Program Name	Aid Year	Amount of Refund
		$
		$
		$
		$
		$

Returning Individual Student Refund(s)*

(for use with Indian Scholarship, State Grant, State Work Study, Postsecondary Child Care Grant and MN GI Bill programs)

Student's Name	SSN	Program	Amount	Term	Aid Year	Reason*	If Reason is PW or CH, please indicate enrollment level at: Time of Disbursement/ Current
	XXX-XX-		$				
	XXX-XX-		$				
	XXX-XX-		$				
	XXX-XX-		$				
	XXX-XX-		$				
	XXX-XX-		$				
	XXX-XX-		$				
	XXX-XX-		$				
	XXX-XX-		$				

Reason Codes:

NE = not enrolled for term/withdrawal before disbursement
WI = total withdrawal from school after disbursement
PW = withdrew from class but still enrolled
CH = changed enrollment level, refunding full difference in awards
OT = other

Return refund with form to:
Minnesota Office of Higher Education
Administrative Services Division
PO Box 64449
St. Paul, MN 55164-0449

Person Returning Funds:		**Phone Number:**
Name of College:	**School Code:**	**Date Completed:**

*Schools should only return individual student refunds for State Grant, State Work Study, Postsecondary Child Care Grant and MN GI Bill programs if they occur after the school has closed out program activity for the aid year.