
PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE APPLYING FOR ASSISTANCE THROUGH OUR HIGHER EDUCATION/ ADULT VOCATIONAL TRAINING/GRADUATE/POST-GRADUATE PROGRAM.

All full-time students must apply/re-apply each academic school year as well as each summer term (if summer assistance is being requested). Summer assistance is not guaranteed and will be dependent on funds available. All part-time students must re-apply each semester/quarter as the number of credit hours attending may vary, and, therefore, assistance would be adjusted accordingly.

- Step 1. Read through the packet information thoroughly.
- Step 2. Return pages 5, 6, 10, and 11 of the packet to our office before the deadline for which assistance is being requested. These pages all bear the Tribe's logo. The fall application deadline is **August 15**; winter quarter deadline, **November 15**; spring deadline, **December 15**; and the summer application deadline, **May 15**. Be sure to include copies of your Tribal Enrollment Census Certificate and your high school/GED transcript/ diploma.
- Step 3. Complete only the top half of page 12 of the packet. Your school's Financial Aid Officer (FAO) is to complete the bottom half of this form. Once the form is completed, the FAO is to forward the entire page to us. However, before the FAO can complete this form, the student must first apply for the Free Application For Federal Student Aid (FAFSA). All Higher Education and Adult Vocational Training students are required to complete the FAFSA.
- Step 4. Once a file is complete, the student will be notified within ten (10) working days of his/ her eligibility/ineligibility. If eligible, the student will be notified of his/her award. Funding will then be sent in the student's name directly to the school he/she plans to attend. Funding will be disbursed in equal payments based on the school academic division (semesters/quarters). Please remember, before subsequent funding will be sent, the student must first arrange to have an official grade transcript sent to our department for the previous term (semester/ quarter) funded.

Note: All students must maintain a 2.0 GPA each semester/quarter funded and attend classes based on the number of credit hours funded. Students who fail to do so are placed on probationary status for the subsequent term with funding reduced accordingly. If, during that time, the student successfully completes his/her probationary term, he/she will remain eligible for continued funding. If, during that time, he/she fails to successfully complete the term, funding is discontinued. Students in the Graduate/Post-Graduate Program must maintain a 3.0 GPA (or the GPA required by the student's program). Failure to do so in this program results in immediate termination of funding.

If you have any questions or concerns regarding the application process, please contact our office at the following location:

Ponca Tribe of Nebraska
Department of Education
1800 Syracuse Avenue
Norfolk, NE 68701
Telephone: (402) 371-8834
FAX: (402) 371-7564
Email: pate@poncatrib-ne.org or michellej@poncatrib-ne.org
