



HONEYWELL Scholarship

Policies and Procedures

Dear Students and Parents,

The Gila River Indian Community is happy to announce the establishment of the Honeywell Scholarship available to Community Member school students. The funds have been designated for the purpose of serving high school students engaged in STEAM related educational activities.

The scholarship is meant to address the educational needs of the student by covering the costs fees and expenses related to approved STEAM related activities. Please read the Honeywell Policies and Procedures for more in-depth coverage of the requirements of the scholarship.

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1. Scholarship Eligibility Guidelines

To be eligible for the Honeywell Scholarship the applicant must meet the following criteria:

- Be an enrolled member of the Gila River Indian Community.
- Be a student in middle school or high school student engaging in STEAM related activities.
- Be fully admitted to the STEAM related program.
- Turn in all required documentation for the Honeywell prior to beginning the program.

Purpose

The Honeywell Scholarship is designed to provide Community Member Students exposure to STEAM related careers through participation in STEAM related activities and experiences.

2. Code of Conduct

Any individual applying for and/or receiving the Honeywell Scholarship shall maintain professional conduct at all times. **Improper conduct will not be tolerated.** Appropriate conduct applies to the educational institution's faculty members and to the staff members of the Tribal Education Department.

The Student must also

- Not misuse the scholarship awarded for any purpose other than educational.
- Uphold him/herself in a manner not demeaning to him/herself or the Gila River Indian Community.
- Not display offensive behavior toward other scholarship recipients, school personnel, classmates, Tribal Education Department Staff, or the Education Standing Committee.

Individuals who fail to follow the code of conduct will be referred to the Education Standing Committee for corrective action and/or loss of funding. Students who are expelled or suspended from school will be referred to the Educational Standing Committee for corrective action and/or loss of funding

3. Definitions

A. In order to assist the applicant under which categories they may be eligible, we have defined the following terms:

- STEAM related activity means: extracurricular clubs or activities related to STEAM such as robotics clubs, math clubs, STEAM themed camps, special courses not covered by regular school tuition,

- College Bound Program - Any program or class offered to high school students during the summer or regular school year for college credit.
 - Summer School Program - Any STEAM program or class offered to high school students during the summer for high school course credit.
- B. For the benefit of the student in reading these policies and procedures, we have defined the following terms:
- Community –Gila River Indian Community
 - Tribal Education Department (TED) Director – The Tribal Education Department Director oversees all programs in the department. The Director of TED shall be final authorizer of all completed Honeywell Scholarship Applications.
 - Education Standing Committee - The Education Standing Committee of Gila River Indian Community Council that is responsible for the education policy formulation and oversight of educational issues and programs, including educational scholarships.

4. Documentation and Application Procedure

Students applying for a Honeywell Scholarship must complete and submit the following documentation to the K-12 Education Manager prior to enrolling for any STEAM related Activity for which they are requesting funding,

- The Honeywell Scholarship Application.
- Certificate of Degree of Indian Blood (CDIB) from the Gila River Indian Community Tribal Enrollment Department.
- An acceptance letter from the STEAM Program.
- A copy of a letter showing the cost of tuition. If Applicable, have a financial needs analysis from the preparatory school, college, or university.
- A copy of the Program calendar

The K-12 Education Manager or Designee will review the application and supporting documentation. Once the application is complete it will then go to the Tribal Education Director for approval or denial funding for the applicant.

5. Deadline

The applicant must submit all documentation listed under section 5 to the TED Administrative Assistant on or before June 15 preceding the school year for which Scholarship funding is requested.

If the documents cannot be submitted by the deadline through no fault of the student or parent, the Department may consider accepting those late documents **only** if the Department receives a letter or other documents from the school or agency showing that the documents were submitted late through no fault of the student. If such documentation is not submitted, the applicant will not receive funding.

It is highly recommended that the student and/or parent abide by the deadline. The deadline is set to ensure sufficient time for documents and funding to be processed by the K-12 Program.

Applications for funding for Dual Enrollment and College Prep classes will be reviewed and processed within 10 days of receipt of the application by the Tribal Education Department. Applicants will be notified in writing of the funding decision within 5 days of application review.

6. Notification of Award or Denial

An award or denial letter will be sent to the applicant and the appropriate sponsoring organization. Award or denial letters will be sent within 5 business days after the decision of the Tribal Education Department Director.

CAUTION: Applicants are not assured the Honeywell Scholarship until an award letter is received. Therefore, if a student attends a program or other qualifying activity prior to receiving the award letter, it is with the understanding the student or the parent/guardian takes the risk of assuming all financial responsibility.

7. Terms of Funding

Student shall receive funding on a school year basis.

8. Contact/Changes

The K-12 Program will assume that the information provided by the student or his/her parent or guardian is correct and up to date. It is the responsibility of each student or parent/guardian, not the Department to make sure the information they provided remains accurate and up to date. If a change in the student's information or status occurs, the student or parent/guardian must inform the Department within 10 business days after such changes occur. Examples of changes in information or status are as follows: address changes, changes in enrollment status, name changes, school transfers, any problems encountered regarding classes or funding, etc. All notices under this policy and procedures will be submitted to the address currently on file with the Department.

- Completion of Program or Classes: A student must complete their program or the full amount of their credits for which they applied at the beginning of their program or classes. Failure to complete a program or the full amount of credits will result in no funding for the next school year.

8. Withdrawal

If a student withdraws, the parent/guardian or student must notify the K-12 Program in writing. Written notice shall include the reason for withdrawal and date of withdrawal. Withdrawal from the school terminates funding for that particular program. Refunds from the program must be returned directly to the Community.

Withdrawal from programs is not encouraged; however certain circumstances may call for withdrawal. If a student withdraws, the student may be considered for reinstatement of funding for the following circumstances:

- Student transfers to another program

- Health-related reasons: The student's health problems must be significant enough to cause withdrawal from a program (i.e. the flu would not be considered significant enough to cause withdrawal). The student or parent must submit documentation from medical professional(s) indicating the diagnosis and treatment.
- Care of an Elderly relative: A letter from a medical professional, nurse or agency indicating that the Elderly individual needs care, must be submitted.
- Death of a relative: Parent or relative must submit a letter indicating that the student had to withdraw due to the death of a close relative.

Reinstatement is also subject to the student being in good standing and eligible under the requirements of the policies and procedures. The K-12 Education Manager will review the reinstatement and supporting documentation. The K-12 Education Manager will provide the documents to the TED Director for approval or denial of reinstatement.

9. Penalties for Misrepresentation

Any student who willfully and knowingly provides false information to obtain the Honeywell Scholarship will be denied funding. Furthermore, reports of misrepresentation or non-compliance with any agreement (i.e. agreement to abide by scholarship policies and procedures) with the Tribal Education Department or Education Standing Committee will be investigated. Violations of this section are subject to the criminal penalties and civil remedies of the Gila River Indian Community.

10. Confidentiality

Student files are CONFIDENTIAL and will not be accessed by anyone other than the student, designated Tribal Education Department staff and the Gila River Indian Community Education Standing Committee. If the student is under the age of 18, parents/legal guardians may also have access. Access to anyone else requires a notarized written permission letter from the parent/guardian if the student is under the age of 18. If the student is over the age of 18, written permission from the student is required.

11. Taxation

A portion of the Honeywell Scholarship may be taxable. The payments of these taxes are the responsibility of the parent or student. The Gila River Indian Community will not be responsible for payment of such taxes. Students are advised to report any taxable amounts to the Internal Revenue Service. Please consult with a tax preparer or advisor who files your taxes as to what portion of the scholarship may be reported to the Internal Revenue Service.



Honeywell Scholarship

Checklist

Students applying for a Honeywell Scholarship must complete and submit the following documentation to the K-12 Program Manager by the following Deadline: _____

- The Honeywell Scholarship Application.
- Certificate of Degree of Indian Blood (CDIB) from the Gila River Indian Community Tribal Enrollment Department.
- Official transcripts from the last school attended.
- An acceptance letter from the program/school, summer school program or college bound program.
- A copy of a letter showing the cost of tuition. If Applicable, have a financial needs analysis from the preparatory school, college, or university.
- A copy of the school's academic calendar.

If you have questions, please contact the Tribal Education Department at (520) 562-3662.



Honeywell Scholarship Application

Private/Preparatory School College Bound Program Summer School Program

I. Personal Information (Please Print Clearly)

1. Name: _____
(Legal Name-First, Middle, Last)
2. Social Security Number: _____
3. Other Names Used (i.e. Legal Name): _____
4. District: _____
5. Mailing Address: _____
6. City: _____
7. State: _____
8. Zip Code: _____
9. Telephone (Home): _____
10. Physical Address: _____
11. Date of Birth: _____
12. GRIC Enrollment #: _____
13. Gender: _____
14. In Case of an Emergency Contact: _____
(Name) (Number)
15. Emergency Contact's relationship to student: _____

II. Program/School Information

16. Name of Program/School you plan on attending: _____
17. Address: _____
18. City: _____
19. State: _____
20. Zip Code: _____
21. Name and Address of Schools/Programs Previously Attended

Name of School	Address	Dates Attended

22. Please describe the program for which you are applying:

23. What do you hope to learn from your participation? 25. Have you applied for other financial aid opportunities (i.e. District)? If so, please list:



Honeywell Scholarship

Release of Information and Code of Conduct

Release of Information

I _____ hereby authorize the release of academic, financial or any other necessary information as required for the Honeywell Scholarship to the GRIC Tribal Education Department.

Applicant's Signature

Date

Parent/Guardian Signature

Date

Witness

Date

Honeywell Agreement

In compliance with the Honeywell Policy and Procedures, I understand that I must complete all programs/classes and be in good standing at the program/school I am attending. If I do not abide by these conditions, I understand that corrective action will be taken.

Applicant's Signature

Date

Parent/Guardian Signature

Date

Obligation of Understanding

I acknowledge that I have read the policy and procedures and understand the requirements of the Honeywell Scholarship program. I hereby certify that the information submitted is true to the best of my knowledge. Any violations of this agreement may be grounds for immediate suspension from the El Paso Natural Gas Scholarship program and placed on file for future reference.

Applicant's Signature

Date

Parent/Guardian Signature

Date

Penalties

Reports of misrepresentation, misappropriations of funds or non-compliance with any agreement with the El Paso Natural Gas Scholarship program will be investigated and subject to the criminal penalties and civil remedies of the Gila River Indian Community. If a student is convicted, the student may be terminated. A report of such incidents will be made to the Education Standing Committee and the Community Council. All reports will be kept on file for future reference.

Applicant's Signature

Date

Parent/Guardian Signature

Date

Code of Conduct

I hereby agree to maintain, to the best of my ability the following conduct:

- 1. Not to misuse the scholarship awarded to me for purposes other than educational. I will utilize the scholarship funds solely for the purpose in which they were intended.
- 2. Uphold myself in a manner which is not demeaning to me or the Gila River Indian Community.
- 3. I will not display offensive behavior toward other scholarship recipients, school personnel, K-12 Program staff, classmates or the Education Standing Committee.

Any individual applying for and/or receiving the Honeywell Scholarship shall maintain professional conduct. Appropriate conduct will be extended to the educational institution’s faculty members and to the staff members of the ORBS Program.

Improper conduct will not be tolerated. Individuals who continue to display inappropriate behavior will be referred to the Education Standing Committee for corrective action and/or loss of funding.

I, hereby agree to the Code of Conduct.

Applicant’s Signature

Date

Parent/Guardian Signature

Date

FOR OFFICE USE ONLY

Received By: _____

Date: _____

Processed: _____

Approved _____

Denied _____