



El Paso Natural Gas Scholarship

Policies and Procedures

Dear Students and Parents,

The Gila River Indian Community is happy to announce the establishment of the El Paso Natural Gas Scholarship available to high school students. The funds have been designated for the purpose of serving high school students who are attending and receiving course credit at a private or preparatory school.

The scholarship is meant to address the educational needs of the student by covering the costs of tuition and books. Please read the attached El Paso Natural Gas Scholarship 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 El Paso Natural Gas Scholarship the applicant must meet the following criteria:

- Be an enrolled member of the Gila River Indian Community.
- Be a high school student attending a private or preparatory school.
- Be fully admitted to the school.
- Have an overall grade point average of 2.5 and above.
- Turn in all required documentation for the El Paso Natural Gas Scholarship by the established deadline. Deadline is the June 15.

2. Purpose

The El Paso Natural Gas Company and the Gila River Indian Community announce the availability of financial assistance for enrolled Gila River Indian Community Members who are high school students attending and obtaining course credit at a private or preparatory school in the pursuit of fulfilling their educational goals.

3. Code of Conduct

Any individual applying for and/or receiving the El Paso Natural Gas 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.

4. Definitions

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

- Private or Preparatory School - An accredited secondary institution which is private in nature such as Seton High School, St. Mary's High School, Manuel Christian Academy or Brophy Preparatory School.
- College Bound Program - Any program or class offered to current enrolled high school student attending a private or preparatory school during the summer or regular school year for college credit.
- Summer School Program - Any program or class offered to high school students where student is currently enrolled in a private or preparatory school.

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 El Paso 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.

5. Documentation and Application Procedure

Students applying for an El Paso Natural Gas Scholarship must complete and submit the following documentation to the K-12 Education Manager by the deadline mentioned in Section 1:

- The El Paso Natural Gas 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 preparatory school 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

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.

6. 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.

7. Notification of Award or Denial

An award or denial letter will be sent to the applicant and the school/program. 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 El Paso Natural Scholarship until an award letter is received. Therefore, if a student attends school 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.

8. Terms of Funding

Student shall receive funding on a school year basis. Students are eligible for funding from the start of their freshman year through the end of their senior year of high school, assuming that the policies and procedures have been adhered to.

9. Reconsideration Process

In the event of a denial of an application, a student may request reconsideration of their application. The student initiates the request by submitting original and 8 copies of a written request for reconsideration to the administrative assistant of the Education Standing Committee and a copy to the K-12 Program. The administrative assistant of the Education Standing Committee will place it on the next committee agenda after the request is received. All written requests must be addressed to the Chairman of the Gila River Indian Community Education Standing Committee.

**Chairperson of Education Standing Committee
Post Office Box 2138
Sacaton, AZ 85147**

Copy Sent to:

**Gila River Indian Community
Tribal Education Department
Attention: Administrative Assistant
Post Office Box 97
Sacaton, Arizona 85147**

The Chairperson of the Education Standing Committee will notify the student of the scheduled meeting. The student must be present at the hearing. Failure to appear at the meeting will result in a denial. The hearing will be held in executive session. The Education Standing Committee will make a determination at the meeting where the request is being addressed. **The decision of the Education Standing Committee will be final.**

10. 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 the 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.

11. Transcripts

For students who are applying for the scholarship for the first time, official transcripts must be received on or before the deadline date. Thereafter, official transcripts must be received by the K-12 Program no later than 3 weeks after the end of the funded school year.

It is the student's responsibility to submit official transcripts to the K-12 Program. Failure to provide an official transcript may result in the termination of funding.

An unofficial transcript may be accepted if the official transcript cannot be received by the deadline date. However the official transcript will need to be received within 5 business days.

12. Academic Requirements

- Grade Point Average: A student must have a cumulative grade point average (GPA) at or above a 2.5 level (or its equivalent) in order to be eligible for the scholarship. Student must also maintain their cumulative GPS at or above 2.5 (or its equivalent) during the term of their funding.
 - If a student fails to complete the classes with a 2.5 GPA or better, the student will be denied funding for the next school year. The student will then be required to fund the next school year at their own expense. A 2.5 GPA must be maintained to be reinstated.
- 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.

13. 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 school. Refunds from the school must be returned directly to the Community.

Withdrawal from school 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 private of preparatory school: Student must meet all academic and eligibility requirements and deadline under this scholarship's policy and procedures to be reinstated.
- Health-related reasons: The student's health problems must be significant enough to cause withdrawal from school (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 from school 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.

14. Penalties for Misrepresentation

Any student who willfully and knowingly provides false information to obtain the El Paso Natural Gas 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.

15. 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.

16. Taxation

A portion of the El Paso Natural Gas 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.



El Paso Natural Gas Scholarship

Checklist

Students applying for an El Paso Natural Gas Scholarship must complete and submit the following documentation to the K-12 Program Manager by the following Deadline:

Deadline – June 15

- The El Paso Natural Gas Scholarship Application.
- Certificate of Degree of Indian Blood (CDIB) from the Gila River Indian Community Tribal Enrollment Department. (Freshman and new student Only)
- Official transcripts from the last school attended.
- An acceptance letter from the preparatory school or college bound program. (Freshman and new students only)
- 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.

El Paso Natural Gas 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. School Information

16. Name of School you plan on attending: _____
17. School Address: _____
18. City: _____
19. State: _____
20. Zip Code: _____

21. Name and Address of Schools Previously Attended

Name of School	Address	Dates Attended

22. What academic year are you applying for? 20____ to 20____
23. What class standing will you be when applying?
- Freshman
 Sophomore
 Junior
 Senior
24. Please indicate how many credit hours are you taking for the school year? _____
25. Have you applied for other financial aid opportunities (i.e. District)? If so, please list: _____
-



El Paso Natural Gas 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 El Paso Natural Gas Scholarship to the GRIC Tribal Education Department.

Applicant's Signature

Date

Parent/Guardian Signature

Date

Witness

Date

El Paso Natural Gas Scholarship Agreement

In compliance with the El Paso Gas Scholarship Policy and Procedures, I understand that I must maintain a 2.5 cumulative grade point average and be in good standing at the 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 El Paso Natural Gas 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 El Paso Natural Gas 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** _____