



Pueblo de San Ildefonso BIA Scholarship
Department of Education
02 Tunyo Po, Santa Fe NM 87506
Phone: 505-455-2635 Fax: 455-2641

The Pueblo de San Ildefonso BIA Scholarship is federal funding administered by Pueblo de San Ildefonso. These forms are: the Application, and the Privacy Statement, the Financial Needs Analysis (which must be completed by the student's education institution). Please note: Tribal Membership is required and will be verified by Pueblo de San Ildefonso. This scholarship is not intended to be the sole source of funding and students should apply for other scholarships. Students are required to apply for two (2) **additional scholarships** (verification of this can be established by submitting a copy of each completed application). An **Official Transcript**, including a **Class Schedule** for the applicant term is also required. Failure to submit **Official Transcripts** may jeopardize the applicant's scholarship eligibility for next term. **The Scholarship is subject to the Pueblo de San Ildefonso Scholarship Policies and Procedures.**

Deadline for application:	FALL	July 15th
	SPRING	December 20th

Any questions can be referred to:
Bernice R. Martinez, Education Manager
Phone: 505-455-2635
Phone: 505-455-2641
bmartinez@sanipueblo.org



PUEBLO DE SAN ILDEFONSO SCHOLARSHIP

Policies and Procedures

The Pueblo de San Ildefonso Education Department is contracted with the Bureau of Indian Affairs (BIA) to administer the Pueblo de San Ildefonso Higher Education Scholarship award to eligible Pueblo de San Ildefonso students. Federal funds are administered to support the eligible Pueblo de San Ildefonso students in pursuing post-secondary degrees in various fields of study.

In order to qualify for this scholarship, students must: 1) be enrolled members of the Pueblo de San Ildefonso, 2) verify financial need through the financial aid office of an accredited post-secondary institution and 3) register as a full-time or part-time student for the semester applying for.

The Pueblo de San Ildefonso Higher Education scholarship does not replace other financial aid awards such as PELL Grant, Supplemental Educational Opportunity Grant (SEOG), State Student Incentive Grant (SSIG), College Work Study (CWS), Veteran's benefits, student loans, or tuition waivers, etc.

The Pueblo de San Ildefonso Higher Education scholarship awards are partial scholarships and are not intended to be the primary source of funding for eligible students. Since this is a partial scholarship award students should apply for funding through all available resources. Students shall be selected in accordance with this Policy. Students must maintain a GPA of 2.5 or better to remain eligible to receive this scholarship.

1. Application Process

All students applying for the Pueblo de San Ildefonso Higher Education Scholarship must also apply for PELL Grant, SEOG, SSIG, CWS and other scholarships and sources of funding through the Financial Aid Office of the college, university or vocational training institution the student plans to attend as their primary source of funding prior to submitting an Application for the Pueblo de San Ildefonso Higher Education Scholarship. Students must also complete the Free Application for Federal Student Aid (FAFSA).

Students interested in applying for the Pueblo de San Ildefonso Higher Education scholarship award must submit a completed application packet consisting of the following forms prior to the deadline date as indicated on the application:

- Application
- Privacy Statement
- Tribal Enrollment Verification
- Financial Needs Analysis
- Admission Letter
- FAFSA
- Official Transcript
- Class Schedule
- Copies of other funding applied for

Students who apply for the Pueblo de San Ildefonso Higher Education Scholarship will not be required to resubmit a Tribal Enrollment Verification every semester.

Deadlines for application submission are posted on the Application for the Pueblo de San Ildefonso Higher Education Scholarship as follows:

- Fall Semester July 15
- Spring Semester: December 20

2. Award Determination

The Pueblo de San Ildefonso Higher Education scholarship applications will be reviewed, selected and approved by the Pueblo de San Ildefonso Education Department Scholarship Review Committee. Selection shall be based on the completed application, financial need and academic merit.

3. Award Notification

An award letter shall be sent to those students selected for funding along with a Contract of Acceptance and Commitment to be signed by the recipient. Award letters shall be sent to students within 10 business days from date of selection.

4. Academic Progress

All students awarded the Pueblo de San Ildefonso Higher Education Scholarship are required to meet the minimum standards as stated below:

- Earn and maintain a 2.5 GPA per semester
- Enroll in a minimum of 3 credit hours or up to full-time status per semester/term
- Submit mid-term grades (if applicable) and official transcript at end of each semester/term

Students failing to meet the required minimum standards will not receive Pueblo de San Ildefonso Higher Education Scholarship funding for the next semester.

5. Withdrawal

Students are required to submit a letter to the Pueblo de San Ildefonso Education Department within ten (10) calendar days of their decision to withdraw from school. Failure to notify the Pueblo de San Ildefonso Education Department will result in the cancellation of payments owed to the college, university or vocational institution on behalf of the student. Outstanding accounts owed to the college, university or vocational institution shall become the financial responsibility of the student. Withdrawal from school or vocational training shall cancel the Pueblo de San Ildefonso Higher Education Scholarship funding for the next semester. Students must reapply for funding for the next semester if he/she wishes to be considered for a scholarship.

6. Suspension

Any academic suspension from a college, university or vocational institution shall automatically cancel the receipt of the Pueblo de San Ildefonso Higher Education Scholarship funding until the

college, university or vocational institution lifts said suspension. The student must submit a letter of verification that the suspension has been lifted prior to reapplying for the Pueblo de San Ildefonso Higher Education Scholarship funding. To be reconsidered for funding students must also meet the required minimum standards stated above in Section 4.

7. Reinstatement of Funding

In order to be considered for reinstatement the student must meet the following conditions:

- Fund one (1) semester/term on his/her own
- Successfully complete one (1) semester/term with a 2.5 GPA or better
- Resubmit an application for the Pueblo de San Ildefonso Higher Education Scholarship
- Meet all requirements for the Pueblo de San. Ildefonso Higher Education Scholarship

8. Appeal Process

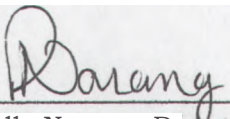
Any student found ineligible to receive funding under the Pueblo de San Ildefonso Higher Education Scholarship may appeal, in writing, the Education Department's determination within seven (7) business days after receipt of notification of non-funding. The appeal shall be made to the Education Department Director requesting a re-evaluation of the non-funding determination.

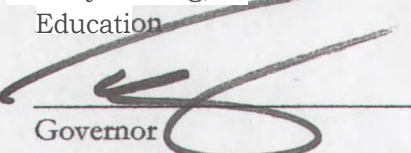
The student may supplement his/her application/file with additional information that may be useful during the appeal. The supplemental information must be filed with the Education Department within five (5) business days of the student's request for an appeal.

Upon receipt of notice of appeal, the Education Department Director shall schedule a meeting of the Scholarship Committee to discuss and review the student's file and request for review. The Scholarship Committee's decision shall be final and is not further appealable. The Education Department Director shall notify the student within two (2) business days after a final determination is made by the Scholarship Committee.

9. Scholarship Committee

The Scholarship Committee shall consist of the Education Department Director, Tribal Administrator and an ad hoc member. Committee members shall not be paid for their service. The Committee shall convene when necessary to review applications and hear appeals.

Approved by: 
Dolly Narang, Director
Education

Approved by: 
Governor



Pueblo de San Ildefonso Scholarship (BIA)
 Education Department
 02 Tunyo Po, Santa Fe, NM 87506
 Phone: 505-455-2635 Fax: 455-2641

DEADLINE DATE: **FALL: July 15th** **SPRING: December 20th**

APPLICATION

Student's Name: _____ Student ID #: _____

Social Security #: _____ Email Address: _____

Present Address: _____
 Street or P.O. Box City State ZIP

Permanent Address: _____
 Street or P.O. Box City State ZIP

Contact Phone: _____ Pueblo Enrollment: _____

Male: Female: Birth Date: / / Single: Married: # Dependants: _____

Selective Service Registration: Y/N Veteran: Y/N

High School Graduated From: _____ Date: _____

College or University: _____
 City State

Major: _____ Minor, If Any: _____

College Status: _____ **Applying For:** _____ (Check One Only) **School Calendar:**
 Freshman Fall 20 _____ Semesters
 Sophomore _____ Spring 20 _____ Quarters
 Junior _____ Trimesters
 Senior

AVT Applicant Only: (Circle One)
 GED Certificate Undergraduate Associates Degree

Currently Employed? Y/N Full Time/ Part Time Wages/Salary \$ _____

Parent's Signature (if Student is under 18): _____

Student's Signature: _____ Date: _____

NOTE: You must complete the FAFSA and be a full-time student.

OFFICIAL USE ONLY



**Pueblo de San Ildefonso BIA Scholarship
Department of Education**

02 Tunyo Po, Santa Fe, NM 87506
Phone: 505-455-2635 Fax: 455-2641

STATEMENT OF PRIVACY

The Privacy Act of 1974 requires each Federal Agency that maintains a system of individuals to inform those individuals as to:

- a) The authority which authorizes the solicitation of the information and whether disclosure of such information is mandatory or voluntary;
- b) The principle purpose or purposes for which the information is intended to be used; and
- c) The routine uses which may be made of the information.

The Bureau of Indian Affairs Higher Education Assistance Program operates under the general authority of 24 USC Chapter 13, 42 Stat. 208 P.L. 67-85 with specific legislation contained in 25 USC, Subchapter E, Part 32, Administration of Education Loans, Grants, and Other Assistance for Higher Education. In accordance with the accountability required for the administration of the funds appropriated for the program and in order to provide services to recipients and to declare eligibility, certain information is required of applicants. This forms solicits the required information. Personal data will be made available to authorized users upon request. The applicant should understand that the intent in collecting and maintaining this data on other individuals is to determine eligibility of the applicant and to provide the means for producing certain statistical records required of this office. Failure on the part of the applicant to provide the requested information will make the applicant ineligible to receive higher education assistance under this program.

APPLICATION CERTIFICATION

I certify that the information in this application is true and complete to the best of my knowledge. I am aware that any misrepresentation on this application will be grounds for dismissal from the program and/or for prosecution under federal law. By signing this application I authorize the Education Institution I am currently attending to release grades, attendance, financial aid, and any other information to Pueblo de San Ildefonso (BIA) Scholarship Program. The disclosure of the above requested information by the applicant is voluntary but required to obtain benefits. Failure to provide requested information may result in delay of funds.

I have read this Statement of Privacy. I hereby provide the required information and authorize the use of such information to the extent of the uses specified in this statement.

Applicant's Signature

Date



**Pueblo de San Ildefonso
Department of Education
BIA Scholarship**

02 Tunyo Po, Santa Fe, NM 87506
Phone: 505-455-2635 Fax: 455-2641

FINANCIAL NEEDS ANALYSIS

STUDENT: Complete Part A and turn into your Financial Aid Office at your College or University
You are required to apply for all forms of financial aid at your College or University and
two (2) scholarships from other sources, in addition to the Pueblo de San Ildefonso Scholarship (BIA), but you
are not required to apply for loans.

******* PART A *******

TO BE COMPLETED BY THE FINANCIAL AID OFFICER

Financial Aid requested will cover expenses for the period:

_____ to _____
Month Year Month Year
School Calendar: Semesters Quarters Trimester

We have extended the following financial aid to this student:

EXPENSES

RESOURCES

Tuition/Fees: _____ PELL: _____ Veterans Benefits: _____
Room/Board: _____ SEOG: _____ Personal/Summer/Spouse: _____
Books/Supplies: _____ C/WS: _____ Parent Contribution: _____
Transportation: _____ NDSL: _____ Scholarship: _____
Child Allowance: _____ SSIG: _____ Other: _____
Other: _____

TOTAL EXPENSES: _____ **TOTAL RESOURCES:** _____

Recommended funding from Pueblo De San Ildefonso Pueblo \$ _____ (expenses minus resources)

I hereby certify that the above individual has applied for and has been considered for both Federal and
Campus based aid.

Financial Aid Officer

Institution/Name & Address & Phone

Date

The needs analysis provided by the educational institution may be accepted in lieu of or in addition to this form.