



# SHAWNEE TRIBE DEPARTMENT OF EDUCATION

PO Box 189, Miami, OK 74354 + (918) 542-2441, ext. 133 + education@shawnee-tribe.com

## 2022 Higher Education Awards

The Shawnee Tribe Department of Education provides tuition assistance to eligible Shawnee citizens. Applicants must complete assistance application and submit all requested documentation to be considered for supplemental aid. Assistance is available for **Spring, Summer, and Fall** semesters. [See shawnee-nsn.gov/education](http://shawnee-nsn.gov/education) for applicable deadlines.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

List American Indian Tribe(s), including Roll Number(s): \_\_\_\_\_

For which semester are you requesting assistance?

Spring Summer Fall

### Education History – Must Provide Transcripts

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Education Plan – Must Provide College/University Acceptance Letter & Current Schedule**

School: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

Program Name: \_\_\_\_\_ Academic Status: Undergraduate Graduate Doctoral

Degree/Certification: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

If this is a vocational program, is it considered short-term or long-term? Short-term  Long-term

**Application Checklist**

- Completed Program Application Form
- Proof of Residence
- Copy of C.D.I.B. or Tribal Enrollment Card
- Verification of Enrollment in an Accredited School
- Current School Schedule
- Current Transcript or GED Certificate
- Copy of Driver's License, State, or Federal Identification
- Signed Rights and Responsibilities Form
- Signed Release of Information Form
- Additional Documents Requested

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application may result in denial or suspension of services. I understand that I could be held responsible for repaying benefits received through fraud.*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return Complete Application Packets and Supporting Materials to:**

**Shawnee Department of Education  
P.O. Box 189  
Miami, OK 74354**

## PARTICIPANT RIGHTS AND RESPONSIBILITIES FORM

The Shawnee Tribe Department of Education (SDE) is committed to ensuring ethical and equitable standards to Shawnee citizens throughout the entirety of participation in program services. SDE will strive to maintain strong adherence to personal and tribal integrity through thoughtful and respectful engagement with regard to all concerns and/or issues to support the continued collaborative work to better serve Shawnee citizens. The following processes will be observed and are provided to aid in understanding and transparency of program processes.

### Rights and Responsibilities

#### The participant has a right to:

- Be treated with respect without regard to creed, national origin, religion, sex, sexual preference, or age.
- Be treated without regard to disability unless activity involved creates a hardship.
- Have all personal information treated in a confident manner.
- Review his or her file with appropriate staff present.
- Be fully informed regarding all action associated with services citizen receives.
- Be given clear information regarding participation in all program activities.

#### The participant has the responsibility to:

- Provide accurate and complete information.
- Adhere to program rules and requirements related to the services he or she is applying for.
- Actively participate in individual development plan to receive services.
- Inform program staff of any changes in name, address, or other personal information.
- Ask for clarification regarding instructions, guidelines, or service requirements that the citizen does not understand.

### DENIAL/SUSPENSION OF SERVICES

Each applicant or recipient of education assistance will be given a written, detailed explanation regarding the final decision resulting in denial or suspension of services. This explanation will include action needed or issues to be resolved for successful reapplication or reinstatement, if applicable.

### GRIEVANCE AND APPEAL PROCESS

This procedure has been implemented by the Shawnee Tribe Department of Education to assist citizens in resolving any complaints or grievances arising from any real or perceived violations of participants' rights. No specific printed form is necessary to file a grievance; however, a grievance must be in writing. The document must clearly state the problem(s) by describing the actions taken or not taken by the SDE staff and it must also outline possible solutions and/or resolutions.

Every effort will be made by the SDE staff and administration to resolve problems encountered during all stages of program participation. The following steps outline the recommended procedure for the resolution of complaints or grievances regarding the service components of SDE.

#### Grievance Process:

Submit a complaint in writing to the Shawnee Tribe Department of Education. An informal meeting will be scheduled to discuss the complaint and an informal decision regarding the complaint will be made. SDE will then issue a written response noting the informal decision and including appeals process instructions for formal review by the Shawnee Tribe Education, Oversight, & Advocacy Committee, STEOAC.

#### Appeals Process:

If you are unsatisfied with the informal decision, you may submit a written request, within thirty (30) days of the informal decision, for a formal review of your complaint by the Shawnee Tribe Education, Oversight, and Advisory Committee, P.O. Box 189, Miami, OK 74355. The STEOAC will review the complaint with all supporting documentation and will make a formal decision as to the appropriate action to be taken. The STEOAC will then issue a written response within thirty (30) days of the formal decision. If you are not satisfied with the informal decision, but do not request a formal written decision within thirty (30) days of the informal decision, the informal decision will become final and not subject to appeal. It is the responsibility of the applicant to read participant rights and responsibilities, and the grievance and appeal process available as a Shawnee Tribe education program participant.

I have read, and I fully understand my rights and responsibilities, and the grievance process available to me as a program participant.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**CONSENT FOR THE CONFIDENTIAL RELEASE OF INFORMATION**

I \_\_\_\_\_, hereby authorize the release of information requested by the Shawnee Tribe Department of Education. The requested information shall be used solely in the administration of program services and will not be released to any other person or agency outside of the Shawnee Tribe. I do hereby authorize the Shawnee Tribe Department of Education to obtain and exchange information related to my application to participate in programs. This release of information shall be in effect while I am an applicant or recipient of Shawnee Tribe Department of Education Programs, and for any later investigation pertaining to my eligibility and receipt of program services and benefits.

I understand that these records are protected under federal and state confidentiality regulations and cannot be released without written consent unless otherwise provided for in the regulations. Federal regulations prohibit further disclosure of the records without specific written consent, or as otherwise permitted by such regulation. I understand I may revoke this consent in writing at any time unless action has already been taken based upon this consent.

If the records to be disclosed are education records (which may include discipline records), they are maintained and released in accordance with the Family Educational Rights and Privacy Act (FERPA). Participant shall be provided a copy of the records disclosed if requested.

AGENCY TO RELEASE TO:

Shawnee Tribe  
Department of Education  
P.O. Box 189  
Miami, OK 74355  
(918) 542-2441

A REPRODUCTION OF THIS RELEASE IS AS VALID AS THE ORIGINAL THIS RELEASE IS IN FORCE UNTIL REVOKED BY THE APPLICANT.

\_\_\_\_\_  
PRINTED NAME OF PERSON AUTHORIZING RELEASE

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
SOCIAL SECURITY #

\_\_\_\_\_  
ADDRESS OF PERSON AUTHORIZING RELEASE: INCLUDE STREET ADDRESS/P.O. BOX, CITY, STATE, AND ZIP CODE

\_\_\_\_\_  
SIGNATURE OF PERSON AUTHORIZING RELEASE

\_\_\_\_\_  
DATE



VERIFICATION OF RECEIPT OF PARTICIPANT CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION (OFFICE USE ONLY)

\_\_\_\_\_  
SDE STAFF SIGNATURE AND TITLE

\_\_\_\_\_  
DATE