



Coeur d' Alene Tribe
Department of Education
1115 B Street/P.O. Box 408, Plummer, ID 83851
(208) 686-1800 or 1 (800) 829-2202
Fax (208) 686-5804

Dear Applicant,

Please provide the following documents to the Coeur d'Alene Tribe Department of Education no later than April 25th if you are attending Fall or Winter terms and September 25th if you intend to begin in the Spring term. You MUST reapply annually if you are continuing.

1. _____ **Application/Right to Privacy Form # 1**
2. _____ CDA Tribal Financial Aid **FORM #2** (send to college)
3. _____ **Student Responsibilities Intake FORM #3**
4. _____ Transcript/Attendance Release **FORM #4**
5. _____ **Student Loan Policy FORM #5**
6. _____ **Proof of SCHOLARSHIPS and GRANTS** you have applied for including (minimum of 3 including FAFSA)
7. _____ **CURRENT E-MAIL ADDRESS**
8. _____ **CLASS SCHEDULE**
9. _____ **ADVISOR INFORMATION** (name, email, telephone and fax#)
10. _____ **DEGREE PLAN** (signed off by Advisor)
11. _____ **EDUCATIONAL PLAN** (road map showing current credits)
12. _____ Copy of all **PREVIOUS COLLEGE TRANSCRIPTS and COMPASS SCORES**
13. _____ Copy of your **TRIBAL ID OR CERTIFICATE OF INDIAN BLOOD**
14. _____ College **ACCEPTANCE LETTER**
15. _____ Personal Letter Stating **EDUCATIONAL GOALS**
16. _____ **DEGREE AUDIT (official)** (at end of Junior year)

****ONLY INSTATE TUITION RATES ARE ALLOWABLE****

Continuing Students if you intend to return next term/year, **YOU MUST** meet the deadline in the dates listed above. It will be necessary for you to provide items 1 through 12 as listed above if everything is remaining the same, however if you are changing your major then **a Personal Letter Stating your Educational Goals and a New Degree Plan** as well. If you are **transferring to a different college**, complete the full packet items 1-15.

ALL STUDENTS are required to apply for federal funding utilizing the "Free Application for Federal Student Aid" (FAFSA), this form will determine your eligibility for a Pell Grant Award. Applying for FAFSA plus two other grants or scholarships is the **minimum requirement**.

Please be sure to read all forms thoroughly before signing. All rules and regulations will be enforced as agreed to by your signature. Return your completed application and supporting documentation to the above address.

Sincerely,
Norma Peone/Stacey L. Parr, HED Managers
Eva Windlin-Jansen, NACTEP Manager



Coeur d'Alene Tribe, Department of Education
Application Right to Privacy Form

FORM #1

School Year: _____

Tribal ID#: _____
Social Security # ____ - ____ - ____

1. Name _____ 2. Email: _____
Last First M.I.
3. Mailing Address: _____ Zip: _____
4. College Address: _____ Zip: _____
5. Phone : (____) _____ (____) _____ (____) _____ 6. Birth date: _____
Home Cell Work
- 7 Are you currently in High School? Y/N 8. High School Graduation Date: _____
9. Did you earn your GED? Y/N 10. GED Completion Date: _____
11. Institution Attending: _____
12. Address of Institution: _____ Zip: _____
13. Major: _____ 14. Minor: _____
15. School System: _____ Quarter _____ Semester 16. **On or off campus housing:** _____
17. Student Status: _____ Freshman _____ Sophomore _____ Junior _____ Senior _____ Graduate 18. _____ New _____ Continuing
19. Military Veteran: _____ YES _____ NO
20. Select ONE Program: NACTEP OR AVT: _____ Certificate/Diploma: (AAS) -OR-
HED Degree: _____ AA _____ Bachelors _____ Masters _____ Doctorate
21. Have you received HED/ AVT/NACTEP funding in the past? _____ if so, when? _____
22. **ONLY in state only rates are allowable.**

Under the Federal Privacy Act of 1974 Federal Agencies cannot release information about you to anybody without your authorization.

1. The authorization for solicitation of the information on this form is 25 U.S.C., 13 (42 stat 208) and P.O. 84-959 (70 stat 986) as amended by P.L. 88-230 (77 stat 471.25 U.S.C. 309)
2. Disclosure of the requested information by the applicant is voluntary, but required to obtain benefits.
3. The purpose of this information collection is to determine your eligibility for services.
4. The routine use of this information is to evaluate your request and to assist you before and during your education/training. After completion, parts or all of the information may be provided to employers for employment consideration
5. Failure to provide requested information may result in a delay or denial in receiving financial assistance.

I have read the above statements and I hereby provide the required information and authorize the use of such information as specified. I understand that any false information May cause my application to be disqualified. I also understand that if I unofficially withdraw without notification, I will be terminated from the program and may be required to refund the assistance provided. I authorize the education institution to release my grades, to an official of the Department of Education, upon request.

Signature

Date

**COEUR d'ALENE TRIBE DEPARTMENT OF EDUCATION
STUDENT RESPONSIBILITIES INTAKE FORM**

I understand the following to be my responsibility as an applicant for Higher Education Financial Assistance from the Coeur d'Alene Tribe DOE, I agree to:

1. Apply to the Coeur d'Alene Tribe (CDA Tribe) Department of Education (DOE) for funding on or before the specified deadline
2. Submit mid-term and final grades each quarter/semester to the DOE
3. Submit my COLLEGE DEGREE PLAN and EDUCATIONAL PLAN as developed with my advisor
4. Submit my class schedule prior to the beginning of each quarter/semester
5. Pay ROOM & BOARD, TRANSPORTATION, and other EDUCATIONAL EXPENSES with the funds received from the CDA Tribe DOE
6. NOTIFY DOE IMMEDIATELY IF I WANT MY DORM AND MEAL PLANS PAID DIRECTLY BY TRIBE
7. Notify the DOE of ANY CHANGES in financial aid IMMEDIATELY
8. Notify the DOE within FIVE (5) days, in writing, if I withdraw from a class or program
9. Notify the DOE IMMEDIATELY if I am in jeopardy of failing class(s) for any reason
10. Seek pre-approval from the CDA Tribe DOE if I am transferring colleges, or changing my degree or program. I must do this in order to secure continued funding.
11. Maintain a cumulative GPA (grade point average) in accordance with the requirements of my respective college to remain in "GOOD STANDING", 2.0 or above (if I drop below the 2.0 GPA I will be placed on probation, if it happens a second consecutive quarter/semester I will be automatically suspended)
12. Maintain 12 credits or more as a full time student (15 credits for upper classman, if I drop below the minimum I will be reclassified as a part-time student and only eligible for books, tuition and transportation) If I do drop below the 12 credits I may also be placed on probation for the loss of tuition and books already paid on my behalf
13. Accept tuition, books and transportation only if I am a part time student (11 credits and below)
- 14.. Complete my degree or certificate within the allowable time frame:
 - a. Baccalaureate Degree – 10 semesters or 15 quarters (maximum)
15. Keep my MAILING ADDRESS CURRENT by providing updates to the Coeur d'Alene Tribal Enrollment Office
16. Return any funds I am not eligible for to the CDA Tribe DOE once that determination is made
17. The fact that the CDA Tribe DOE can only support my tuition costs at the IN STATE RATE (if I chose to attend an out of state college or private I am responsible for all additional costs)

Student Signature

Date

Student Print Name

Address

STUDENT LOAN POLICY

Dear Student:

It is very important that you make it clear to the Financial Aid Officer, at the school where you plan to attend, that you have been advised NOT TO ACCEPT any loan (NDSL, GSL, Perkins, etc.) money in order to go to school.

Also, please be advised, if you accept any money other than scholarship and/or grant money, the Coeur d'Alene Tribe and/or the Bureau of Indian Affairs WILL ASSUME NO RESPONSIBILITY FOR REPAYMENT OF YOUR DEBT.

I have read and understand the terms stated above. If I agree to accept a student loan, I WILL NOT hold anyone (Tribe/Bureau) responsible for the repayment of such a loan except myself.

Signature

Date