

YANKTON SIOUX TRIBE HIGHER EDUCATION SCHOLARSHIP PROGRAM ON-RESERVATION TIMELINE/ APPLICATION PROCESSING FOR NEW ACADEMIC YEAR. (FALL SEMESTER)

Students are required to apply or reapply at the beginning of every academic year.

- ❖ When a student submits their application the Higher Ed. Office then stamps received and dates the application and all documents submitted to the HES office.
- ❖ Same day the application is received the Financial Needs Analysis (FNA) will be scanned and emailed to Juanita Roubideaux at Sinte Gleska University financial aid office. The form has to go to Sinte because they do the PELL verification and draw-downs once the students PELL has been approved. She will not send it back until she can verify if the student is or isn't getting PELL
- ❖ Within 5 days of receiving students application a letter will go out to the student informing them that their application was received and if there are any missing documents needed yet. The letter will also explain the process of the financial needs analysis form.
- ❖ Higher Ed. Office cannot approve funding until this completed form is returned from Sinte. If the form fails to list a main funding source such as PELL the Higher Ed. Office will not be able to approve funding.
- ❖ Higher Education Scholarships are awarded on a first come, first serve basis once an application is complete. They are not considered "complete" until the FNA is returned.
- ❖ Once the Higher Education office receives the FNA back from Sinte another letter will go out to the student.
 - If approved, an award letter will go out
 - If denied, a letter explaining the reason for denial.
- ❖ If an award is given, the higher education office will then move forward with processing a check request to the YST finance office. The check request is made out to the Ihanktonwan Community college on the behalf of the student.
- ❖ The YST finance weekly deadline for check printing and processing is Tuesdays by 2:00pm. If that deadline is met checks will be available on that Friday. If it is submitted after that deadline it will not be processed and released until the following Friday. The Higher Ed. Office will then pick up the checks verify amounts, copy the check for Higher Ed. Records. The check will then be mailed to ICC.
- ❖ Once the check is received by ICC it falls under their policy of how they verify, apply and release these funds to the student. The Higher Ed. Office has no authority over this process.
- ❖ Under no circumstances will a higher ed. give a scholarship award payable directly to a student.
- ❖ Any complaints, concerns or questions regarding the YST Higher Education Scholarship program can be addressed to the YST Higher Education Scholarship Program Director in person, by mail, email, text or calling 605.384.3382 or 605.469.5117

PROCESS FOR SECOND SEMESTER OF AN ACADEMIC YEAR. (SPRING SEMESTER)

If a student is just starting college this semester, they will fall under the first semester process.

- ❖ The Higher Ed. program only requires an updated application for returning students if they have transferred in from another college.
- ❖ Students are responsible for submitting a copy of their Fall semester grades. Grades are required to track the student's GPA.
- ❖ If the student's GPA is below a 2.0 for the semester they will be placed on academic probation this semester.
- ❖ We also require a class schedule to be submitted. This is to verify the student's credit hours. The Higher Ed. office encourages students to maintain 12 credit hours each semester. But understands that there are times a student may not be able to, in these cases the award amount will be lowered to match accordingly.
- ❖ Once grades and schedules are submitted to the Higher Education Office they will be reviewed and a letter will be sent to students.
 - If the GPA requirement was met a standard award letter will be sent. Listing the scholarship award amount based off of the class schedule submitted.
 - If the GPA requirements have not been met a modified award letter stating the academic probation will be sent.
- ❖ A check request will then be submitted to the YST finance office payable to ICC on behalf of the student.
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