Tohono O'odham Education Department
Education Assistance Program/Higher Education Services
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MASCAMA: Mo 'ab'e-namks g si O'odham himdag g Milga:n himdag we:m
EDUCATION: A bridge between tradition and the modern world

Are you interested in applying for the

Tohono O'odham Nation Education Assistance Program?

Congratulations on taking the next steps toward Higher Education. This document will help answer some basic questions to see if our program will suit your needs. We will be reviewing the following information:

- ✓ **Program Qualifications**
- ✓ **Timelines**
- ✓ **Tips on what steps need to take place before applying**
- ✓ **Our intake Process**
- ✓ **List of our Necessary Documents**

1. Program Qualifications:

a. You are a current enrolled member of the Tohono O'odham Nation and you have access to your Tribal Enrollment Number.

b. You have proof that you are a High School Graduate or you have completed a GED program.

c. You are or will be enrolled in a Higher Education Program that is
   i. Accredited
   ii. At least 1 year in length for certification or degree fulfillment.

d. ****You have applied for Pell (FAFSA)

2. Timelines:

a. We have two hard deadlines when accepting new students to our program. All required documents must be received through our askEAP@tonation-nsn.gov email address by 11:59 pm, Mountain Standard Time, on these dates.

b. The two deadline dates are:
   i. July 15th, in preparation for Fall Semester
   ii. January 4th, in preparation for Spring Semester

3. Tips on what steps to take before applying to our Program:

a. Several documents we require from you take more time to produce and submit. If you have not initiated the following actions, at least two months prior to our standing due date, more than likely, you will not be able to meet our deadline. They are: your **Student Aid Report (SAR),** your **Acceptance Letter** and all required **Official Transcripts**.

      i. Complete and submit a Free Application for Federal Student Aid (FAFSA). The results will be emailed back to you, this is called your **Student Aid Report (SAR)**. Make sure the school you are attending is listed in their system. Apply at www.fafsa.ed.gov online. Check back in with your application, in the event you may have been picked for verification (this with slow your process down if not immediately addressed).

      ii. Apply for and get accepted to your school/college/university. You will need to provide proof by submitting your **Acceptance Letter**. Your acceptance must be without any provisions/conditions.

      iii. Request **Official Transcripts** from the schools you attended.

         1. Our policy requires, at minimum, official transcripts from **high school** with posted graduation date **OR GED scores**.

         2. If applicable, you must submit official transcripts from any college or universities attended. If you are currently completing a degree, make sure you request your degree is posted on your transcripts before they are sent to our office.

         3. ***Official/Electronic Transcripts are certified by registrar's office. Official Transcripts must be received by email, mail or hand delivered in the original, unbroken sealed envelope.

b. Once you have been accepted to your school and you have access to your Student Aid Report (SAR), contact your school's financial aid officer to make sure you have a complete file. Your school may require more documentation from you. Once your file is complete with your school, complete the TOP PORTION ONLY of the **Financial Needs Analysis (FNA)** and submit it to the financial aid officer at your school. The FNA must come from your school to our office.

c. There are items to be aware of when applying for our program that may affect your ability to be accepted. They are not common issues, but do occasionally arise.

      i. Your name is not the same on all of your documents. If you have legally changed your name and have not updated your name with the Tohono O'odham Nation Enrollment Office, you will not be funded until your Tribal Enrollment name matches your other documents. Call the Tohono O'odham Enrollment Office for more information on this process.

      ii. Requiring more documentation with your school to have a completed Student Aid Report.

      iii. **** It is also possible to be accepted AND not funded. This happens when a student's "needs" are being met by our calculations for your semester.

4. The EAP Intake Process:

a. Our intake Process is set up to make sure:

      i. You qualify for our program

      ii. You are not in default with our program (if you have been funded through our program before and did not graduate or receive a certificate).

      iii. You have submitted all possible documents by the deadline date.

      iv. Your submitted documents are acceptable.

b. The intake process is initiated when we begin receiving documents from you. The simplest way to do this is to complete and email the following four (4) documents: The EAP Application, The Agreement, the Tribal Enrollment Status Form and the W-9

Form/Student. All of these documents are submitted directly to us from you and do not require a third party for information. It is okay to send separate groupings of documents. Do not feel the need to hold on to all of them and submit all at once- the sooner we hear from you the better we can support you.

      i. Intake Support

         1. If we receive the above four (4) documents from you 2 months before the deadline date, we will be able to correspond with you and support you with the other needed documents.

            a. For the July 15th deadline, send in the four (4) documents by May 15th.

            b. For the January 4th deadline, send in the four (4) documents by November 4th.

         2. We fund over 400 students multiple times throughout the school year and receive well over 4,000 documents nearing our deadline dates.   If the first contact we receive from you is within 3 weeks of the deadline date, the opportunity to support you through the intake process may not be to your satisfactory. Especially if you need extra support, have questions or if issues have arisen with your SAR.

5. List of Necessary Documents:

    a. Below are the list of documents needed to complete your Intake Process. Some of these documents can be complete by you and send directly to us. Other documents may need to be submitted by your school to us. Please review our EAP Support File for more detailed information about each document.

        i. EAP Application (do not leave any spaces blank)

        ii. EAP Agreement

        iii. Financial Needs Analysis (FNA)

        iv. Student Aid Report (SAR)

        v. Tribal Enrollment Status Form

        vi. Official Transcripts

        vii. Acceptance Letter

        viii. Program of Study

        ix. Class Schedule

        x. W-9 Form Student

        xi. W-9 Form School

        xii. *** if you are having difficulty submitting a document, we may request a comparable document in its place.

We hope this information is helpful to your as your consider becoming a student under the Education Assistance Program. Any questions you have about our intake process are best received through askEAP@tonation-nsn.gov.