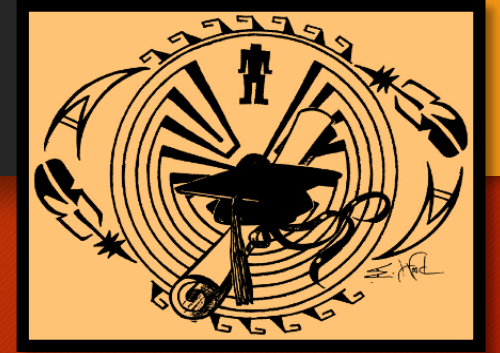


WELCOME
to the Tohono O'odham Nation



**Education Assistance Program/Higher
Education Services (TONEAP/HES)
Orientation**

MISSION STATEMENT



In order to conserve the uniqueness of Native American Culture, language and to strengthen families and communities:

Education must begin at home.

To promote success in both cultures the Tohono O'odham Education Department will assist O'odham to reach their fullest potential by promoting self respect, expanding awareness of opportunities, and providing education and training.

HISTORY



- Tohono O'odham Nation Scholarship Fund was established in 1995
- In 2005 Scholarship Fund and Higher Education Services merged
- Scholarship Fund is tribally funded whereas, Higher Education Services is federally funded
- On August 4, 2016, Legislative Council approved program name change from Scholarship Fund to Education Assistance Program

Enrollment Status



- EAP Full Time and Part-Time status is defined as the following:
 - Full Time is 24 credit hours per year or 12 per semester, 8/tri, 6/quad
 - Part Time is 12 credit hours per year or 6 to 11 per semester
 - *** Credit hour minimums are affected by degree level and school year calendar (semester, trimester, year-round status)
 - Maintain 2.0 GPA minimum
 - Must complete all funded credits
- Start submitting required documentation at the end of each semester before the two Deadline Dates: January 4th and July 15th. These Deadline Dates are continuous every year
- Student must maintain Tohono O'odham Nation tribal enrollment status

Public vs Private Institutions



Not all credits may transfer to/from Private & Public Institutions

- Example: if you are attending a private institution and plan to transfer to a public university, your credits might not transfer
- The cost of attending a private institution is substantially higher than attending a public school, which will affect your yearly allocation by reducing the amount you receive for Living Expense

Transferring Schools



- Degree Audit is a requirement when transferring
- Remember that not all credits may transfer from one institution to another
- If credits don't transfer, student will be responsible to make up credits on their own
- May cause funding to stop, or drop to Part Time funding

Renewal of Funding



Student must ensure ongoing communication with your assigned specialist and give prior notification when considering withdrawing/drop of any/all courses.

- All changes in your student status must be communicated with your specialist
- Failure to do so, will have a direct impact on your status in the program

Academic Requirements

Disbursement of Education Assistance Program funds for renewal periods are contingent upon receipt of the following information.

- All students must maintain a 2.0 grade point average (GPA) per semester/term
- Student must complete all credits that they were funded for
- Failure to complete credits and maintain the 2.0 GPA may result in Academic Probation, Suspension or Default Status



Renewal Requirements



1. Must submit Official Transcript at the end of Spring semester and Unofficial Transcript at the end of Fall semester for verification of credits completed at the end of each semester/term.
 - *Official Transcript must be certified and remain in its original unbroken sealed envelope by the school registrar's office and mailed or hand delivered to EAP*
 - *Electronic Transcripts are accepted if your institution delivers electronically*
2. Must maintain a 2.0 semester grade point average

Renewal Requirements Cont.



3. Submit a current Class Schedule with your name, start and end dates, credits and location.

If your school does not have this available please contact your academic advisor and have them email AskEAP@tonation-nsn.gov a statement of the classes and credits you are taking with start and end dates.

Remember your class schedule must match your grades on the Transcript you submit at the end of each semester.

Note: If for *any* reason, you change your class schedule without consulting your EAP Specialist, you may jeopardize your funding.

This action may place you in Academic Probation, Suspension or Default.

TONEAP/HES will not fund repeated courses or incomplete credits.

Renewal Requirements Cont.



4. Updated Program of Study (P.O.S)/ Degree Audit
 - *Current classes must be listed on your updated P.O.S.*
 - *We will not pay for classes not listed on your P.O.S.*

5. Financial Needs Analysis Form (FNA)

- *Must be submitted to your school Financial Aid Office on/or before June 15th for Fall & December 4th for Spring semesters*
- *The Financial Aid Office completes and returns the document to AskEAP*

Remember to notify your financial aid advisor that your FNA must match your class schedule/credits and completed for one semester/ term

REMEMBER TO NOTIFY YOUR EAS AS SOON AS YOU BECOME AWARE OF ANY CHANGES

Before Your Semester Ends



- Start turning in documents **AS SOON AS YOU HAVE ACCESS TO THEM**. This lets us know you are still seeking our support and your specialist will help you keep tabs on what to submit next. You will receive notices with a list of items to turn in before our next due date
- Let your specialist know how you did so they have an idea of what your funding situation will look like next semester. Especially if you feel you need to take a Leave of Absence, Withdrew/Failed/Dropped a class, or had unexpected circumstances that affected your school performance
- The more we know about your status and the sooner we receive your documents the quicker your funding status will be determined

TONEAP/HES Allocation

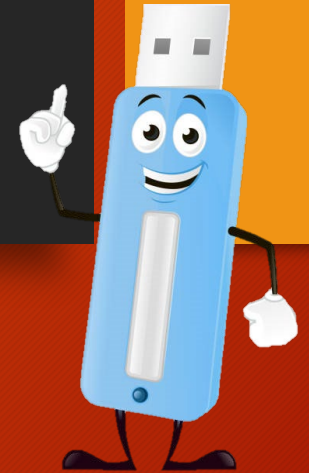


TONEAP/HES disbursement of funds are based on the student's FNA submitted by the Financial Aid Office of the school attending.

- Tuition & Fees (Paid directly to the institution)
- Living stipend
- Books (CAPPED at \$450.00 FT or \$225.00 PT)
- Transportation (CAPPED at \$720.00 FT or \$360.00 PT)
- Students who live on campus (dorm), or take online courses are not eligible for transportation cost

Please keep in mind these calculations are specific to a semester student only. The amounts will change depending on Year Round/Trimester.

STONEAP/HES allocation Cont.



- Living stipend, books and transportation may be disbursed directly to the students (for some schools)

(If a student is eligible for a living stipend, it must be used to cover room, dorm fees and board)

Please keep all award letters issued to you for your tax purposes, no copies will be provided.

Academic Probation



- At the end of each term, if a student does not meet the required 2.0 GPA or has not completed all the credits/ classes, or failed to report any changes to your EAS, that he/she was funded for, will be placed on **Academic Probation**
 - Students are given **one** (1) semester/term to correct their GPA or credit deficiency
 - If placed on probation, **only part time funding will be issued**, this will include Tuition, Books, Transportation and Living Expense. This means that EAP will only fund for 6 to 11 credits, and the remaining credits owed will be at your own expense. *** Credit hour minimums are affected by degree level and school year calendar (semester, trimester, year-round status)
 - Failure of six (6) credits or more will result in **Suspension**

Suspension



- Failure to correct GPA or credit deficiency during Academic Probation period will result in **Suspension**
- Students are given one (1) semester/term to correct their GPA or credit deficiency without TONEAP/HES funding
- Failure to satisfy Suspension requirements will result in Default

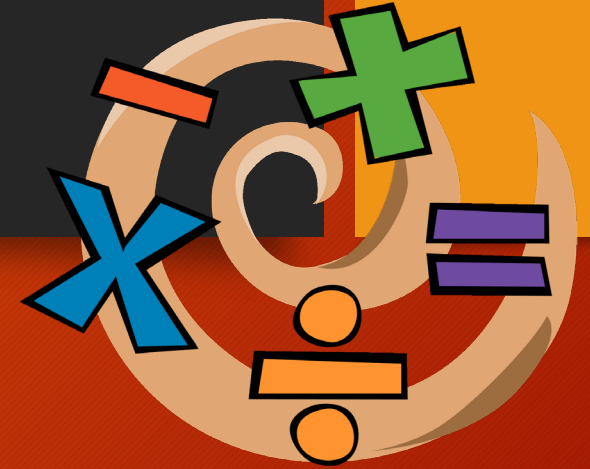
Default

Default means there is NO continuing funding from TONEAP/HES

Students are subject to repayment of all funds provided to them during the last funding period due to:

- Failure to complete all credits/ classes that you are funded for
- Failure to satisfy Suspension requirements
 - No contact with your EAS
 - Withdrawal or dismissal from school
 - Incarceration/ Falsifying Information

You must clear your Default through our Audit Process before you can be considered for any future funding.



Repayment



- Payment(s) can be paid monetarily and must be a money order or cashiers check, made payable to the Tohono O'odham Nation
- Students can also use credits to satisfy their default amounts
- If you should end up in default, in order to come back into the program you would need to submit an Official Transcript and request your file to be audited. For credits owed, you will still have to meet the 2.0 GPA minimum
- Once the audit has been completed, you will be notified by email and postal mail
- Once student is cleared, student may reapply to the program and meet all deadlines. (funding is not guaranteed, therefore we encourage students to seek other sources of funding)

Office Staff



Data Entry Specialist – Judy Francisco

Education Assistance Specialist HES – Ilesha Sisto

Education Assistance Specialist – Maybelle Lucero

Education Assistance Specialist – Marlene Antone-Havier

Education Assistance Specialist – Stacey Gregorio

Education Assistance Specialist – Maya Lopez

Senior Program Manager- Mitzi Galvez

Education Assistance Specialist – Paula Garza

Education Assistance Specialist – Kristin Nevin

Education Assistance Specialist – Melanie Sisco

Education Assistance Specialist – Victoria Pablo

Education Assistance Specialist – Brandy Hernandez

Program Manager – David Perez

Questions?

Email us at AskEAP@tonation-nsn.gov
for any additional questions or you may call us at
(520) 383-6571 or (888) 966-3426

**We look forward to working with you on
your educational journey. Have a great
start to your semester!**

