WELCOME
TO THE TOHONO O'ODHAM NATION EDUCATION ASSISTANCE PROGRAM/HIGHER EDUCATION SERVICES (TONEAP/HES) ORIENTATION

In order to conserve the uniqueness of Native American Culture and 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 to change our name from Scholarship Fund to Education Assistance Program.

UPGRADES

Some of our most recent accomplishments are:

- You can access our web page by going to the TON website:

http://www.tonation-nsn.gov/education-3/eap/documents/

All documents are to be sent to our new email address:

AskEAP@tonation-nsn.gov

- ACH PAYMENT (Direct Deposit)

ENROLLMENT STATUS

- Maintain EAP defined full time or part-time status
    - 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 per semester
    - *** Credit hour minimums are effected by degree level and school year calendar (semester, trimester, year-round status)
    - Maintain GPA 2.0 minimum
- Start submitting required documentation at the end of each semester before our two deadline Dates: January 4th and July 15th.
- Keep your status as a Tribal Enrolled Member of the Tohono O'odham Nation.

PUBLIC VS PRIVATE INSTITUTIONS

- Not all credits may transfer from private to public institutions !!

  Example: if you are attending a private institution and plan to transfer to a public university, your credits will _**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.

TRANSFERRING SCHOOLS

- Degree Audit is a requirement when transferring.

- Remember that not all credits may transfer one institution to another!!

- Some credits may not transfer and student will be responsible to make up classes on their own.

- May cause funding to stop, or drop to part time funding.

CONTINUING STUDENT APPLICATION PACKET ARE DUE

- Expect to submit documentation to get the next funding payout!

http://www.tonation-nsn.gov/education-3/eap/documents/

Fall Deadline Date: July 15th

- Spring Deadline Date: January 4th

- FNA – Submit to your school 30 Days before the Deadline

These deadline dates are continuous every year.

- Reminder, please submit required documents in a timely manner so that you are not overwhelmed

(8:00am – 5:00pm)

RENEWAL OF FUNDING

Funding will **_not_** be renewed to recipients who drop classes or withdraw from school.

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

ACADEMIC REQUIREMENTS
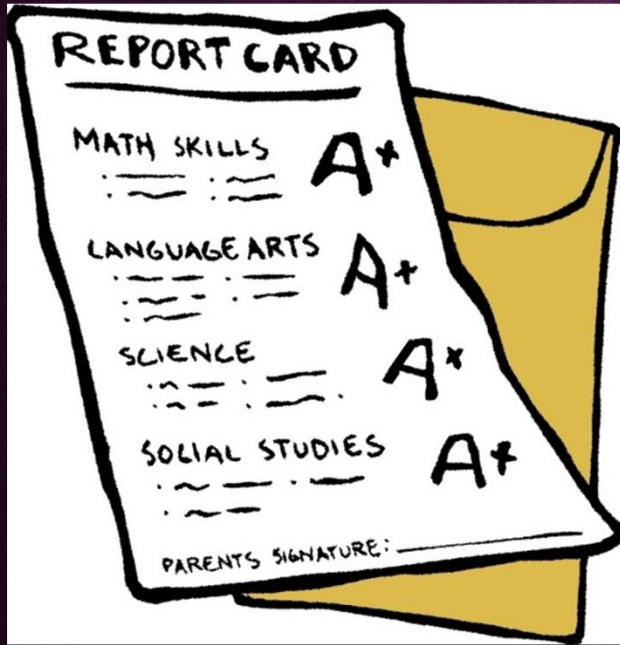
- All students **must** maintain a 2.0 grade point average (GPA) per semester/term

- Student must complete **all** credits that they were funded for

- Failure to complete credits and maintain the 2.0 GPA will result in possible placement of Academic Probation, Suspension or Default Status.

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 affect 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.

RENEWAL REQUIREMENTS

1. Must submit Official /E-script Transcripts for verification of credits completed at the end of each semester.

(Official Transcripts must be certified in its original sealed envelope by the school registrar's office and emailed, mailed or hand delivered to EAP)

2. Must maintain a 2.0 semester grade point average

RENEWAL REQUIREMENTS CONT.

3. Submit a current class schedule with your name and beginning and end dates. 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 official transcript you submit at the end of each semester.

Note: If for *any* reason, you change your class schedule, without consulting your academic advisor/ EAS may jeopardize your degree plan.

This action may place you in 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), (i.e. Degree Audit, etc.).

Current classes must be listed on your updated P.O.S

We will not pay for extra curricular classes.(classes not listed on your P.O.S.)

5. Financial Needs Analysis (FNA) Form (turn into the school you will be attending 30 days before the deadline).

The FNA is completed by the Financial Aid Office of the school attending

Remember to notify your financial aid advisor that your FNA must match your class schedule/credits.

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

ONLINE COURSES:

- **<u>Hybrid Courses</u>** are a combination of online/traditional courses
- **<u>Online Courses</u>** are all classes online
- **<u>Tips:</u>**
- Make sure you have the required technology equipment (software, etc.)
- Read the syllabus before the start of classes
- Complete assignments before their due date
- Have an organized study environment
- Schedule time for studying
- Ask questions

REMEMBER ONLINE COURSES ARE NOT ELIGIBLE FOR TRANSPORTATION COSTS.

TONEAP 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.

TONEAP/HES ALLOCATION CON'T

- Tuition payments are sent directly to the college/university

- Living stipend, books and transportation may be disbursed directly to the students (for most 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 generated otherwise

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 living, tuition and books,. This means that EAP will only fund for six credits, and the remaining credits owed will be at your own expense.

  - Failure of six (6) credits or more will result in **Suspension**

SUSPENSION

- **Failure to correct GPA or credit deficiency during Probation period will result in suspension**

- Students are given one (1) semester/term to correct their GPA or credit deficiency <u>without</u> TONEAP/HES funding.

- Failure to satisfy suspension requirements will result in <u>Default.</u>
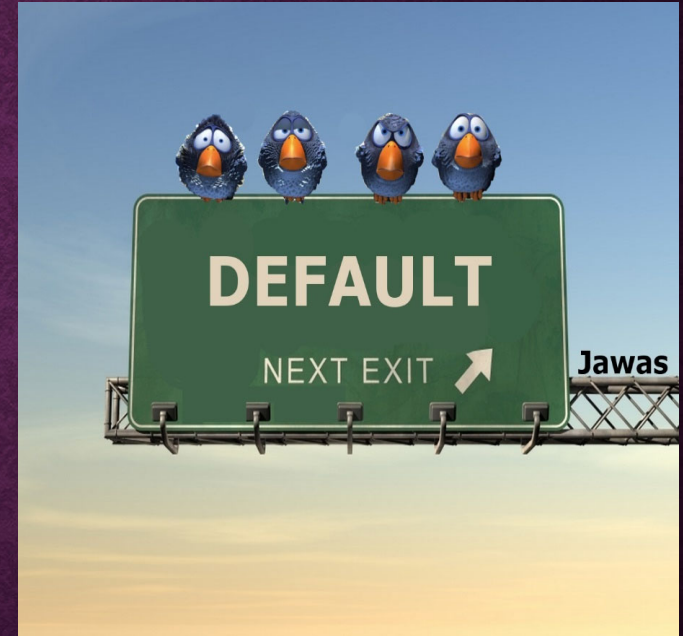
DEFAULT

Default means there is <u>NO</u> 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 in full or installments (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. These credits must be courses that you were originally funded for but did not complete.

- 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 months prior to the semester you plan to attend; remember you will still have to meet the 2.0 GPA minimum.

- Once the audit has been completed, you will be notified.

RE-APPLY/ RE-ENTRY AS NEW STUDENT

Students may reapply to the program (funding is not guaranteed, therefore we encourage students to seek other sources of funding)

Student must complete the application process with the Intake Specialist and meet all deadlines

EMAIL YOUR 3 ANSWERS TO YOUR SPECIALIST

1. Which expense is prioritized first, your living expenses or tuition?

2. While getting your next semester's documents ready, when should you submit your FNA to your school and why?

3. What are the two deadline dates for renewed documentation?

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- Marlene.Antone-Havier@tonation-nsn.gov

- Victoria.Pablo@tonation-nsn.gov

- Melanie.Sisco@tonation-nsn.gov

- Paula.Garza@tonation-nsn.gov

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OFFICE STAFF

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Education Assistance Specialist – Victoria Pablo

Education Assistance Specialist – Brandy Hernandez

Education Assistance Specialist – Maya Lopez

Senior Program Manager- Mitzi Galvez

Program Manager – David Perez

Phone Number: (520)383-6571 or (888) 966-3426

Location: South West of Hill St. and Star Ave.

Email Address: AskEAP@tonation-nsn.gov

Questions?

Email us at AskEap@tonation-nsn.gov for any additional questions

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