

American Indian College Fund

TCU Scholarship Program

- TCU Scholarships may be awarded to students attending your tribal college or university. See the TCU Scholarship Program Policies and Procedures section for more specific information.
- ALL students receiving a TCU Scholarship must complete the College Fund's online application.
- The Financial Aid Officer or Scholarship Coordinator must enter the scholarship award amounts into the application database for each student who receives a TCU Scholarship.
- The scholarship amounts reported in the database must total the same amount disbursed to the college for a particular scholarship. **DO NOT UNDERSPEND OR OVERSPEND ON SCHOLARSHIP FUNDS.**
 - EXAMPLE: Indigenous People's University receives \$4,650 from the Sara Jane Foundation. The amounts entered for students receiving the scholarship must total \$4,650. The total cannot be \$4,635, nor should it total \$4,670.
- All named scholarships require a 2.0 or higher GPA (some may have a higher minimum – see your menu). General Fund scholarships may be awarded to students with any GPA, at the school's discretion.
- **The College Fund's scholarship policy requires that awards (named scholarships and General Fund) be \$500 or more.**
- Up to \$ 2,500 per semester from the General Fund allocation may be awarded to non-Native students.
- Up to \$ 2,500 of your General Fund allocation may be used for administrative expenses related to the TCU Scholarship Program.

American Indian College Fund - TCU Scholarship Program Policies & Procedures

Eligibility

TCU Scholarships must be awarded only to United States citizens currently enrolled at an AIHEC regular member tribal college or university. Canadian citizens are not eligible to receive scholarships unless they are attending school in the US through the Jay Treaty. Except as noted below, recipients must be an enrolled member, or a descendant (parent/grandparent) of an enrolled member, of a federal or state recognized tribe. Full time enrollment and a minimum cumulative GPA of 2.0 is required on named scholarships, although some scholarships may have a higher minimum. Scholarships from the General Fund do not require full time status or a minimum GPA.

Colleges determine recipients for the TCU Scholarships. Colleges have the discretion to place additional restrictions on the scholarships, such as a higher grade point average, enrollment levels, class attendance, etc. In some cases donors have placed additional restrictions on scholarships (i.e. the scholarship must be awarded to a member of the Navajo Nation studying Natural Resources). *Colleges must closely follow all donor restrictions.*

Use of Scholarships

Scholarships may be used for expenses included in the federal Cost of Attendance such as:

- Tuition, fees, books, and supplies
- Room, board, and miscellaneous expenses
- Travel for students to attend classes
- Child Care expenses

Scholarships must go to students and cannot be used for:

- Matching FSEOG (Federal Supplemental Educational Opportunity Grants)
- Internships
- Graduation ceremonies, feasts, or gifts
- Travel expenses incurred by the college on behalf of their students
- Discretionary funds used by the college (i.e. field trips)

Fund Disbursement

- **Scholarship Refund/Repayment** – If a student withdraws after receiving funds the school may use its own policy to determine whether or not to recover TCU Scholarship funds from the student. All funds recovered must be awarded to another student during the same semester.
- **Carry Over** – Colleges must spend scholarship disbursements in their entirety. Carrying over funds to the next semester is not permitted.
- **Over Spending** – If a college exceeds the total amount of a given semester's disbursement, the overage represents an institution's contribution and will not be reimbursed by the College Fund.
- **Summer Disbursements** – The College Fund does not make summer semester disbursements.

Administrative Expenses: **What Can It Be Spent On?**

A portion of each school's TCU Scholarship Program funding is provided by the General Fund. Each school may elect to use up to \$2,500 of the General Fund each semester to cover administrative expenses associated with administering the TCU Scholarship Program

- Each semester the College Fund allows up to \$2,500 from the General Fund to be used for administrative expenses. This is in addition to the \$2,500 in scholarships for Non-Native students that can be awarded from the General Fund. Schools have the option of taking no administrative expenses if they so choose.
- Colleges will report the administrative expenses by listing them under the General Fund section in the TCUs' scholarship disbursement area. Each TCU will have a '(School name) Admin Expenses' category listed under the students drop down.
- Use of these funds may include:
 - Partial Salary for the Scholarship Coordinator
 - Travel expenses for professional conferences related to administration of financial aid and scholarships
 - Supplies used in scholarship administration:
 - Award certificates for students
 - Digital cameras
 - Laptops/computers used in scholarship promotion/administration
 - Scanners
- **It cannot be spent on:**
 - Office supplies other than those required to administer the TCU Scholarship Program
 - Discretionary funds used by the college (student travel, meals, etc.)

American Indian College Fund Student Photographs

- **All students submit a student photo with their on-line application.**
 - The on-line scholarship application has a section that allows students to submit their student photos. The process of uploading student photos is similar to uploading photos on social networking sites (Facebook, Instagram, LinkedIn, etc.).

- **Please remind students to submit photos that are appropriate. Here are some suggestions for great photos:**
 - No webcam photos shot in a dark room
 - Look nice; try to refrain from wearing hats, bandanas or sunglasses
 - Your face is the most important part of the photo. It should also be the largest object in the photo
 - If a student does not have access to a digital camera we ask that the financial aid office assist. Each financial aid office has been provided a digital camera that is capable of taking a good quality photo

What happens if a student fills out an application, but does not provide a photo?

Students cannot submit an application without uploading a photo. Sometimes students upload something other than a photo. It's the school's responsibility to replace that image with an appropriate photo.

