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# Osage Nation Scholarships Policies and Procedures



**Student Handbook  
2024-2025**

<b>HIGHER EDUCATION SCHOLARSHIP .....</b>	<b>3</b>
<b>INTERNSHIP PROGRAM .....</b>	<b>10</b>
<b>GRADUATION STOLE AND COMMENDATION AWARD .....</b>	<b>14</b>
<b>CAREER TRAINING SCHOLARSHIP.....</b>	<b>15</b>
<b>CERTIFICATION AND LICENSURE TESTING PROGRAM .....</b>	<b>21</b>
<b>JOHN L. RUBEL SCHOLARSHIP.....</b>	<b>24</b>
<b>EUGENE DANIEL SCHOLARSHIP .....</b>	<b>28</b>
<b>E. RAY ADKISSON SCHOLARSHIP .....</b>	<b>32</b>
<b>MARY E. TINKER SCHOLARSHIP .....</b>	<b>36</b>
<b>MORRIS E. &amp; ETHEL CARLTON WHEELER SCHOLARSHIP TRUST ....</b>	<b>40</b>

## OSAGE NATION HIGHER EDUCATION SCHOLARSHIP

The Osage Nation provides scholarships to enrolled members of the Osage Nation attending colleges and universities throughout the United States and abroad. The Osage Nation Higher Education Scholarship Program (ONHES) is funded by the Osage Nation for students to obtain the skills and resources necessary for a post-secondary education at a state or nationally accredited institution.

**Please read this handbook thoroughly. Important changes have been made to monitor student progress, encourage course completion and student success.**

Scholarship America administers the Osage Nation Higher Education Scholarship Program for students pursuing an associate's, bachelor's, master's or doctoral degree. All inquiries regarding your application or payment request status and/or scholarship payments should be directed to Scholarship America at [OsageNation@scholarshipamerica.org](mailto:OsageNation@scholarshipamerica.org) or by calling toll-free (855) 758-8609.

### Eligibility

Must be an enrolled member of the Osage Nation interested in pursuing post-secondary education at the associate level or beyond are eligible for the Osage Nation Higher Education Scholarship. Scholarship amounts are dependent on annual appropriations and may vary from year to year.

Students are encouraged to apply for the Free Application for Federal Student Aid (FAFSA), the Bureau of Indian Affairs (BIA) grant, other grants and scholarships available.

### Academic Requirements

A 2.0 GPA minimum is required each term. If a student falls below a 2.0 GPA and does not qualify for a hardship, the student will be placed on probation, and the GPA will be monitored each term. The student must present a complete transcript verifying a 2.0 GPA or higher to have probation removed to remain eligible for funding.

Regardless of GPA, the Osage Nation Higher Education Scholarship will not fund those classes in which a student earned a failing grade.

GPA will be calculated on a 4.0 scale when alternate grading scales are used. For example, a school using a 100 point grading scale would have scores converted to a 4.0 scale, as shown below:

X = Average of all scores reported  
 $(X / 100) * 4 = \text{GPA}$

#### **Example:**

$90\% + 80\% + 75\% + 90\% + 80\%$   
 $415 / 5 = 83$   
 $(83/100) * 4 = 3.32 \text{ GPA}$



### Withdrawals and Failed Classes

If a student does not qualify for a hardship and fails or withdraws from class(es), the subsequent scholarship award will be reduced based on the credit hours not successfully completed, to adjust for the overpayment or the student will be required to repay the amount. Scholarship America will notify the Osage Nation Treasurer with the student’s contact information. The Osage Nation Treasurer will contact the student to set up a payment schedule for reimbursement. The student will not be eligible for scholarship funding until the reimbursement has been paid.

### Hardship Waiver

A hardship is defined as an event that prevents a student from completing the hours in the term(s) for which he/she has been awarded scholarship funding. Examples of hardships may include but are not limited to an unexpected surgery, complications associated with pregnancy or an accident with a major injury. In order to remain eligible for the Osage Nation Higher Education Scholarship, students must request a Hardship Waiver and submit documentation in a timely manner verifying hardship circumstances. Within thirty (30) calendar days from the date of receipt of the Hardship Form, Scholarship America shall report the findings and final decision to the complainant in writing. (See Attachment A)

The student must provide the following information to be awarded a Hardship Waiver:

- A form asking for hardship consideration and explaining circumstances in detail from the student, and
- A physician’s statement verifying a medical condition that prevents the student from completing courses; or
- A written report from an unrelated, licensed counselor verifying an event or condition which prevents the student from completing courses

During the term following any granted Hardship Waiver, the student will be placed on academic probation and must maintain at least a 2.0 GPA or be in good standing. If the student fails to meet the GPA requirement, he/she will not receive subsequent funding until a transcript is provided documenting the student has obtained the minimum requirement.

### General and Required Reading Scholarships

Funding for the 2024-25 academic year includes both scholarships on a per credit/maximum funding level. The scholarship is intended for tuition, fees, books, and other allowable expenses to qualifying students in accordance with Osage law.

<b>The General and Required Reading Scholarship per credit/maximum funding is available to qualifying students attending the following institutions:</b>				
<b>Enrolled Credits</b>	<b>Associate Institutions</b>	<b>Baccalaureate Universities</b>	<b>Research Universities</b>	<b>Professional Graduate</b>
1-36 credits	\$172.00	\$345.00	\$400.00	\$378.00

Each academic year students can receive funding up to thirty-six (36) credit hours, including enrollment for summer term 2025. For the summer term, funding may not exceed twelve (12) credit hours or equivalent.



**CONCURRENT STUDENTS:**

Students enrolled in both high school and college courses at the same time (are considered concurrent students) and will receive funding for documented, incurred costs for tuition, fees and books only and are limited to \$172.00 per credit hour.

**Incentive Funding**

The Osage Nation has funded and approved the following incentives for the 2024-25 academic school year:

**The Graduate Degree Award** is a monetary sum awarded to Osage students upon earning a graduate or professional degree from a university. Students must complete the application and provide a final official transcript showing the degree was awarded and a completed W-9 form. The application, official transcript and W-9 form must be submitted within three (3) months from the date the college awards the degree.

The Graduate Degree Award application is available online at:

<https://learnmore.scholarsapply.org/osage-graduate-award/>

Graduate Degree	Master's Degree	Doctorate
Award Amount	\$2,000	\$3,000

**Academic Term Scholarship Awards** are based on the cumulative GPA at the current institution. They are made on a per-term basis for fall and spring (semester/trimester) or fall and winter (quarter/non-term). This award is automatically included with scholarship payments for eligible students for the terms indicated above.

Required Cumulative GPA	3.51 – 4.00
Term Amount	\$250

**Funding Limitations**

The general scholarship amount may change from one academic year to the next due to budget limitations. Scholarships are only available up to the total annual amount funded by the Osage Nation.

The Osage Nation will assist Osage students with only one associate's, one bachelor's, one master's and one doctoral degree. Students may not receive the Osage Nation Higher Education Scholarship and the Osage Nation Career Training Scholarship simultaneously. Individuals who receive educational assistance from the Osage Casino may not participate in the Osage Nation Higher Education Scholarship Program.

**Lifetime Limits:** Once a student has received funding equivalent for the hours needed to obtain a particular type of degree (i.e. associate's, bachelor's, master's, doctorate), he/she becomes ineligible for future funding for that same type of degree even if graduation was not achieved. For example, if a student receives funding from the Osage Nation sufficient to obtain a bachelor's degree and does not graduate, the student can only subsequently obtain funding for a higher degree.

<b>Degree</b>	<b>Undergraduate</b>		<b>Graduate</b>	
Degree Type	Associate	Bachelor	Master	Doctorate
Lifetime limit hours	144		36	Based on program

- Non-standard credit hours, such as clock hours or competency units, will be converted to a credit hour equivalent on a case-by-case basis
- An associate's degree would be eligible for a maximum of 72 credit hours

### Allowable Expenses

Scholarship funds may only be used to satisfy the following defined obligations:

**Tuition** is the amount of funds the student must pay for his/her enrollment during the current term, as determined by the institution the student is attending.

**Fees** are the funds charged per student to attend the institution - these fees may include but are not limited to user fees for libraries and technology, lab fees, student health fees, and building fees; they are included in the student's tuition bill.

**Books** include any textbook, manual, or required readings compiled by the instructor to successfully complete the course(s).

**School Supplies** include items required for the student to complete an enrolled course such as pens, paper, printer ink, file folders, computer software required to complete assignments, and other needs the student may have to participate in a class fully.

**Room and Board** is the expense based on the set amount indicated for room and board set by the institution attended.

**Transportation** is the expense based on the set amount indicated by the institution attended.

### Payment Request Requirements

Payment Requests are not considered complete until all required and requested documents have been submitted to Scholarship America:

- A completed online annual qualifying application for the 2024-25 academic year
- A completed online payment request for each term the student is requesting funding
- Concurrent High School students only - Financial Aid Package Form or billing statement showing the incurred cost of tuition, fees, and books, which includes any tuition waiver and must be submitted with each payment request
- A copy of the student's course schedule displaying the student name, course name(s), credit hours of enrollment for each course, and the term or dates of when the courses are being taken and must be submitted with each payment request
- A copy of the student's complete transcript/progress report must be submitted with each payment request

The transcript/progress report must display the student name, school name, grades and credit hours earned for each course and the term or dates when the courses were taken. The student's transcript must include hours of completion from the last school attended. If applicable, transcripts must show final grades for the last term the student received an Osage scholarship.



If the student has not completed any college or career tech hours since high school, he/she must include a copy of his/her final high school transcript or GED test scores.

**If any of your documents are not available by the deadline, please upload a note of explanation in place of the document and make sure you submit your online payment request electronically by the deadline.**

**Please make sure to send/upload complete documents with each payment request. Snips or partial screenshots of documents will not be accepted and will delay processing of scholarship funding.**

### Application and Payment Request Process and Calendar

The annual qualifying application is available online at:  
<https://learnmore.scholarsapply.org/osage/>

All students **must** submit an **annual qualifying application** by **JUNE 14, 2024** to be eligible to request funding for any term during the 2024-25 academic year, including summer session 2025.

After submitting the annual qualifying application, **eligible** undergraduate and graduate students will receive instructions, on how to access and submit a PAYMENT REQUEST within their (online) Hub account. Students must upload a class schedule and current transcript(s) to their payment request, to request funding for each term.

For best results when submitting an online application or payment request, we recommend using a personal computer or laptop with a browser that has been updated to the most recent version, instead of using a phone or handheld device.

### CALENDAR

**ANNUAL QUALIFYING APPLICATION DEADLINE..... JUNE 14, 2024**

### **PAYMENT REQUEST DEADLINES**

#### SEMESTER/TRIMESTER SCHOOLS

<b>Semester</b>	<b>Payment Request Opens</b>	<b>Payment Request Deadline</b>
Fall semester 2024	July 15, 2024	September 30, 2024
Spring semester 2025	October 14, 2024	February 3, 2025
Summer session 2025	May 1, 2025	June 16, 2025

#### QUARTER SCHOOLS

<b>Quarter</b>	<b>Payment Request Opens</b>	<b>Payment Request Deadline</b>
Fall quarter 2024	July 15, 2024	September 30, 2024
Winter quarter 2025	October 14, 2024	February 3, 2025
Spring quarter 2025	February 14, 2025	April 15, 2025
Summer quarter 2025	May 1, 2025	June 16, 2025

Students who do not submit the annual qualifying application by June 14, 2024, are not eligible for funding for any term until the following academic year, unless an appeal is submitted and



approved, as per the procedures listed under Appeals Process. The annual qualifying application opens on May 15<sup>th</sup> of each academic year.

Students who do not submit the payment request by the term deadline will forfeit funding for that term. The student will also not qualify for the Hardship Waiver or Appeals Process for the same term. **If a transcript or course schedule are not available by the payment request deadline, please upload a note of explanation in place of the documentation, to ensure you can submit the payment request on time. If assistance is needed in submitting the payment request, students must contact Scholarship America in writing before 4:30 pm on the deadline to request accommodation.**

If students need to update their address, individuals or organizations listed on their Records Release **after** the payment request has been submitted for a term, please submit your changes by using the Address Update Form or Records Release Update Form at:  
<https://learnmore.scholarsapply.org/osage/>.

### Payment

The Higher Education Scholarship is awarded each term upon submission of the student's payment request with required documents. Checks are made payable to the student's school **but** mailed to the student's permanent home address. It is the student's responsibility to ensure the correct mailing address and college or university name are listed on each payment request and to update his/her address with Scholarship America if the address changes after submitting the payment request using the Address Update Form and to deliver his/her checks to the appropriate school office for payment.

Payment requests are evaluated in the order in which they are received. Review and processing of payment requests can take up to 4 weeks (or 1 additional week dependant on the volume of payment requests) from the date the student submitted the payment request.

Once the review is finalized, students with complete payment requests will receive an email confirming their scholarship amount. Students with incomplete payment requests will receive an email asking them to provide additional information or documentation. Incomplete payment requests may require an additional 1-2 weeks to process after the additional information or documentation requested is received.

#### Important Notes:

- Checks are payable to only one declared school and shall be presented to the appropriate school office. Checks must **not** be deposited into the student's personal account
- After a payment has been issued, the file is closed and no additional documents will be accepted for the current term
- Funding will be provided for enrolled credit hours **only**. Students will not be funded for courses that display waitlisted or other non-enrolled hours
- Students with special enrollment circumstances which impact the payment schedule described above must contact Scholarship America before the term payment request deadline to request payment on an individual basis
- Students should request a receipt from the school when presenting their scholarship check, for their records

### Data Privacy

Scholarship America reviews applications and payment requests, and all data provided by the student will be included in the student's record. Any data provided to Scholarship America is compiled and reported to the Osage Nation Education Department and the Osage Nation Legislative Branch.

The information contained within each scholarship application, payment request and any supporting documentation attached, is a protected record under the Osage Nation Open Records Act. The Osage Nation will not disclose any record containing protected information without the applicant's written consent unless the information is being used to perform an Osage Nation employee's duties. The applicant's information may be released to other Osage Nation Departments/Programs with which the applicant is receiving or requesting services and to the Office of the Osage Nation Attorney General for an investigation to detect or eliminate fraud.

Privacy waiver statements are included in the Osage Nation Higher Education Scholarship application and payment requests. If the student does not sign the waiver, data will not be discussed with parents/guardians or external scholarship committees.

### Appeals Process

When a student has **failed to complete the Annual Qualifying Application**, he/she must submit a written appeal before the term payment request opening date, as stated on the calendar. An appeal submitted after the term payment request has opened will only be considered for the following term.

When a student has **failed to submit the Payment Request** by the term deadline as stated on the calendar, he/she will forfeit funding for that term. The student will also not qualify for the Hardship Waiver or Appeals Process for that term.

If a student has submitted a payment request, and believes his/her **funding or his/her hardship waiver has been denied in error**, he/she must submit a written appeal to Scholarship America within (10) business days of the notification of denial, and the written appeal must state in detail the reason for the appeal.

Within five (5) business days after receiving a written appeal, Scholarship America will submit a report to the (Osage Nation) Program Coordinator. Within ten (10) business days of receiving this report, the Program Coordinator shall inform Scholarship America in writing the decision from the Principal Chief. The decision of the Principal Chief shall be deemed a final decision.

### Contact Information

**Email:** [OsageNation@scholarshipamerica.org](mailto:OsageNation@scholarshipamerica.org)

**Toll-Free Phone:** (855) 758-8609

**Hours:** Monday through Friday, 8:00 am to 4:30 pm, Central Time

**Mailing Address:** Osage Nation Higher Education Scholarship Program  
Scholarship America  
One Scholarship Way  
Saint Peter, MN 56082



## **INTERNSHIP PROGRAM**

The Osage Nation Education Department (ONED) supports Osage students participating in a degree or certification program through the provision of our Internship Program. This year-round program is designed to provide Osage students with work experience in their chosen field of study to better prepare them for entering the workforce upon graduation.

### **Eligibility Criteria**

- Must be an enrolled member of the Osage Nation
- Must have a minimum 2.5 GPA for the term immediately preceding the application submission in order to be eligible for consideration

### **Funding Limitations**

The funding amount may change from one academic year to the next due to budget limitations. Internships are only available up to the total amount funded by the Osage Nation.

- Internship site placement must be relevant to the applicant's degree plan
- Internship site must be within the boundaries of the United States
- Internship applications will be accepted year-round
- Internships are compensated at the pay rate of \$12.50 per hour
- Interns are limited to 500 hours per internship and may serve:
  - one (1) during the pursuit of a vocational school certification reserved for students in the last nine (9) weeks of study
  - one (1) during the pursuit of a bachelor's degree (61+ credit hrs. completed)
  - one (1) during the pursuit of a master's degree (must complete one (1) term prior to applying)
  - one (1) while pursuing a doctoral or postdoctoral degree (must complete one (1) term prior to applying)
- Intern placement will be limited to two (2) interns per department, with the exception of Bird Creek Farms
- Interns shall not receive any type of compensation or benefits from the internship site
- High school students, concurrently enrolled, are not eligible for the Internship
- Interns are not considered employees of the Osage Nation, therefore taxes will not be deducted from wages and interns will be responsible for any taxes owed
- Additional documentation may be requested to process an application
- After 6 months of inactivity and no productivity on internship contract, the contract shall be terminated

### **Application Requirements**

Applications are not considered complete until all required and requested documents have been submitted to ONED:

- A completed online internship application
- A completed resume uploaded with the application
- Copy of Osage Nation membership card (verified internally)
- A copy of the student's complete transcript/progress report



The student's transcript must include the field of study and hours of completion from the last school attended. If applicable, transcripts must show final grades for the last term the student received an Osage scholarship. If the student has not completed any college or career tech hours since high school, he/she must include a copy of his/her final high school transcript or GED test scores.

**Once Accepted:**

The recipient must submit the following documents to complete the application process.

- W-9 Form
- Driver's License | Tribal/State Photo ID
- OSBI background check

Determine worksite and start date:

- Internship Contract

Must complete mandatory Onboarding- Orientation Meeting:

- Educational Learning Agreement (ELA)
- Internship Contract
- Intern pay calendar
- Invoices

**Once Started:**

The internship invoice will be due bi-weekly to receive payment (see pay calendar). Interns must submit an invoice that matches the hours worked; and tasks performed for the day. The invoice must contain the following:

- Date
- Hours worked
- Rate per hour
- Tasks performed
- Total hours
- Amount due
- Interns Name
- Interns Signature
- Site Supervisor Signature

**Application Process**

The Internship application is available online at: <http://www.osagenation-nsn.gov/opportunitites/job-listing> and must be submitted online prior to the internship start date.

If a student changes his/her educational plan prior to applying, he/she must contact ONED at [internship@osagenation-nsn.gov](mailto:internship@osagenation-nsn.gov) to provide an update.

Applications will be processed according to the following:

- Online application must be submitted at least thirty (30) calendar days prior to the internship start date
- Supporting documents shall be submitted within thirty (30) calendar days after the initial application
- Complete applications will be processed within ten (10) business days
- Incomplete applications will stay active for thirty (30) days before they are considered canceled/denied

**Program Conclusion:**

- Active: Completion of five hundred (500) clock hours
- Active: Completing one (1) year from the effective hire date
- Inactive: Six (6) months of no productivity or communication with program
- Upon receiving a letter of resignation

**Placement Procedure**

- Interns shall pass a background check and be subjected to a drug test upon the request of internship site
- Interns will be assigned a worksite and a worksite supervisor that corresponds with their chosen field of study
- Externs will need to locate a worksite and a worksite supervisor that corresponds with their chosen field of study
- A completed internship contract is required prior to starting an internship/externship
- Interns/Externs will complete a mandatory orientation meeting
- An Educational Learning Agreement (ELA) is required prior to start date. The ELA will be emailed to the student and their potential site supervisor by ONED

**Payment**

Interns and their worksite supervisors will be instructed on procedures and submissions required for the payment procedure during a mandatory orientation. Checks are made payable to the intern and will be mailed directly to the intern's address that is provided to the ONED. It is the student's responsibility to update his/her mailing address with ONED in order to receive timely payments.

**Unpaid Internship**

Mandatory field internships are a requirement to graduates in the fields of Education, Journalism, Social Work, and Law. Within these fields, completion of an internship may be required; however, payment for those internships may be prohibited. In circumstances where an intern cannot be paid, the Osage Nation will offer supplemental mileage and a meal per diem to qualified applicants based upon current funding allowances.

Unpaid internships are limited to five hundred (500) hours per internship with a mileage and per diem incentive of:

- \$0.56 cents per mile reimbursement for travel expenses
- \$10.00/day per diem during the term of the unpaid internship (500 hours)

**Mileage Reimbursement Procedure:**

Mileage reimbursements are limited to a total of fifty (50) miles round trip each day served. The reimbursement can be claimed from intern residence address to unpaid intern site placement. If distance exceeds fifty (50) miles round trip per day, the unpaid intern may only claim the fifty (50) mile limit.

Unpaid interns will be responsible for submitting the mileage reimbursement form with their time-sheet. Intern program administrator will submit the signed reimbursement request to Osage Nation Accounting for processing. The reimbursement process will follow Osage Nation mileage reimbursement policy and procedure.



### **Limitations:**

- Unpaid interns may not receive wages from the Osage Nation Education Department as paid interns during the non-paid internship
- Unpaid interns must submit a transcript from their accredited vocational institution, college or university and documentation from their institution that the internship leads to completion of study
- Unpaid interns must serve an agency, school or community within the boundaries of the Osage Reservation, preferably with the Osage Nation or with one of the Osage Nation's community partners

### **Nepotism Policy**

Interns may not be supervised by any person or persons related by consanguinity (blood relative) or affinity (spouse/partner/co-habitant) within the second degree (spouse; any child by birth or legal adoption; any current spouse of a child; any parent; any parent's current spouse; any current or former stepchild; any stepparent; any grandchild or grandchild's spouse; any grandparent or grandparent's spouse; any sibling, whether full or half-blood, or a sibling's spouse; spouse's child or spouse's parent; spouse's grandchild or spouse's grandparent; and spouse's sibling) of said Osage Nation Internship Program.

### **Data Privacy**

The information contained within each internship application and any supporting documentation attached is a protected record under the Osage Nation Open Records Act. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the information is being used to perform the duties of an Osage Nation employee. The applicant's information may be released to other Osage Nation Departments/Programs with which the applicant is receiving or requesting services and to the Office of the Osage Nation Attorney General for an investigation to detect or eliminate fraud.

Privacy waiver statements are included in the Osage Nation Internship Program application. If the waiver is not signed by the student, data will not be discussed with parents/guardians or external scholarship committees.

### **Appeals Process**

If a student believes his/her internship application has been denied in error, he/she must submit a written appeal within ten (10) business days of the notification to the ONED stating the reason for the appeal. Within (5) five business days after receiving an appeal, ONED will submit a report to the Secretary of Education (SE). Within ten (10) business days of this report, the SE shall inform the complainant and the ONED in writing the decision from the Office of the Principal Chief. The decision of the Principal Chief shall be deemed a final decision.

### **Contact Information**

**Email:** [internship@osagenation-nsn.gov](mailto:internship@osagenation-nsn.gov)

**Phone:** 918-287-5300

**Physical Address:** Osage Nation Education Department  
102 Buffalo Avenue  
P.O. Box 250  
Hominy, OK 74035



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## GRADUATION STOLE AND COMMENDATION AWARD

The Osage Nation is proud of its members who complete a degree program. For this reason, we offer a commendation and four (4) different color stoles to Osage students who will be participating in higher education commencement ceremonies after the successful completion of a degree program.

Students who successfully earn a degree at a state or nationally accredited institution for higher education and participate in commencement ceremonies may apply for a stole provided by the Osage Nation.

To qualify for a stole an applicant must be an enrolled member of the Osage Nation and eligible to graduate in the current term. Students must complete and submit a Stole and Commendation Award application at least six (6) weeks prior to the date of commencement ceremonies. (See Attachment B)

Upon receipt of the application, the Program Coordinator will have a stole and commendation prepared for the eligible graduate and it will be shipped to the mailing address provided.

Only one stole will be mailed out to each applicant three (3) weeks prior to the graduation date. Upon mailing out each stole, the applicant will receive an email with a USPS tracking number for the package. The commendation will be mailed out as soon as it is available.

### Contact Information

**Email:** [scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov)

**Phone:** 918-287-5300

**Physical Address:** Osage Nation Education Department  
102 Buffalo Avenue  
P.O. Box 250  
Hominy, OK 74035

## OSAGE NATION CAREER TRAINING SCHOLARSHIP

The Osage Nation Education Department (ONED) realizes that not all skills are obtained through formal post-secondary education. For this reason, the Osage Nation Career Training Scholarship (ONCTS) is provided to Osage students enrolled in a program awarding a certification or licensure at a state or nationally accredited or licensed training facility.

Students attending community education courses are eligible for funding of up to three (3) courses in the same field of study, once within a lifetime per funding limits. For the purpose of this scholarship, community education is defined as a continuing education class. Continuing education courses are courses that offer specialized vocational training, professional development, or personal enrichment on a flexible schedule. They can be taken individually or as part of a certificate program in various fields.

### Eligibility

Must be an enrolled member of the Osage Nation pursuing a certification or licensure from a state or nationally accredited or licensed training facility to be eligible to apply for funding. The Career Training Scholarship will apply to tuition, fees, school supplies, room and board, and transportation at an accredited institution. Scholarship amounts are dependent on annual appropriations and may vary from year to year.

Students are encouraged to apply for other grants and scholarships available to them to ensure they have all funds necessary to successfully complete their chosen program.

### Academic Requirements

A 2.0 GPA or be in good standing minimum is required each term. The GPA is based on the term (not cumulative) GPA from the last school attended. If a student falls below a 2.0 GPA and does not qualify for a hardship, the student will be placed on probation and the GPA will be monitored the following term. The student must present a transcript verifying a 2.0 GPA or higher to have probation removed to remain eligible for funding.

Regardless of GPA, the Osage Nation Career Training Scholarship will not fund those classes in which a student earned a failing grade.

A student's GPA will be calculated on a 4.0 scale when alternate grading scales are used. For example, a school using a 100 point grading scale would have scores converted to a 4.0 scale, as shown below:

X = Average of all scores reported  
 $(X / 100) * 4 = \text{GPA}$

### Example

$90\% + 80\% + 75\% + 90\% + 80\%$   
 $415 / 5 = 83$   
 $(83 / 100) * 4 = 3.32 \text{ GPA}$



### Withdrawal and Failed Classes

If a student does not qualify for a hardship and fails or withdraws from class(es), the subsequent scholarship award will be reduced to adjust for the overpayment or the student will be required to repay the amount. The Osage Nation Treasurer will contact the student to set up a payment schedule for reimbursement. The student will not be eligible for funding until the reimbursement has been paid.

### Hardship Waiver

A hardship is defined as an event that prevents a student from completing the hours in the term(s) for which he/she has been awarded scholarship funding. Examples of hardship may include, but is not limited to, an unexpected surgery, complications associated with pregnancy, or an accident with a major injury. In order to remain eligible for the Osage Nation Career Training Scholarship, students must request a Hardship Waiver and submit documentation in a timely manner verifying hardship circumstances. Within thirty (30) calendar days from the date of receipt of the Hardship Form, the ONED shall report the findings and final decision to the complainant in writing. (See Attachment A)

The student must provide the following information to be awarded a Hardship Waiver:

- A form asking for hardship consideration and explaining circumstances in detail from the student; and
- A physician's statement verifying a medical condition that prevents the student from completing courses; or
- A written report from an unrelated, licensed counselor verifying an event or condition which prevents the student from completing courses

During the term following any granted Hardship Waiver, the student will be placed on academic probation and must maintain at least a 2.0 GPA or be in good standing. If the student fails to meet the GPA requirement, he/she will not receive subsequent funding until a transcript is provided documenting the student has obtained the minimum requirement.

### Funding Levels

The Osage Nation has funded and approved the following funding for the 2023-24 academic school year by offering a full-tuition scholarship. A full-tuition scholarship is an award that covers most expenses related with the institution for each term. This includes tuition, fees, school supplies, room and board, and transportation at an accredited institution. It will cover the incurred costs associated with the enrolled program for each term a student has requested funding. Students will be required to reapply each term to continue receiving scholarship awards.

### Living Stipend

Students of the ONCTS program must meet the terms of their scholarship to receive the living stipend. These can vary across individual funds but all funding requires the recipient to be enrolled and demonstrate proof of verified enrollment at an institution that provides an educational program acceptable for full credit toward a certification or licensure that offers a training program to prepare students for gainful employment in a recognized occupation. The institution must be authorized under federal or state law to provide such a program and is accredited by a state or nationally recognized accreditation agency.



Students must apply for the additional funds and list their monthly expenses to be eligible for the living stipend. In order to remain eligible each month, a verification of enrollment must be submitted by the seventh (7<sup>th</sup>) day of each month to receive the living stipend. After the student has been approved, the living stipend will be granted the following month. The stipend will not be granted to students on probation, dropped from certification or licensure program, or failed or withdrew from enrolled courses from the program. The students must be enrolled part-time in a minimum of six (6) credit hours or hundred (100) clock hours to qualify for the stipend.

### Funding Limitations

The Career Training Scholarship amount may change from one academic year to the next due to budget limitations. Scholarships are only available up to the total amount funded by the Osage Nation. If the institution does not use a traditional course schedule, the Program Coordinator will determine the course breakdown for each program and/or term. The living stipend will only be granted for the minimum time needed to complete the whole program.

The Career Training Scholarship will not be awarded for the following:

- symposiums
- workshops
- webinars
- conferences
- trainings provided by professional organizations
- programs that are less than four (4) weeks long
- certification or licensure testing fees
- Career Training funding may not exceed eighteen (18) credit hours for any term
- Career Training funding may not exceed thirty-six (36) credit hours for any academic year
- Students may not receive the Osage Nation Higher Education Scholarship and the Osage Nation Career Training Scholarship simultaneously

The Osage Nation will assist Osage students with only one certification or one licensure. Exceptions may be allowed if the applicant meets one of the following:

- Community Education course(s) are in the same field
- Certification or licensure is in the same field and is a level elevated to enhance your field of study

Documentation for exceptions include but is not limited to a current copy of job field requirements.

The ONCTS: Living Stipend will not be awarded for the following:

- Students on Probation
- Students receiving Osage Nation Financial Assistance
- Students who Failed or Withdrew from enrolled courses
- Students enrolled in High School
- Students enrolled in less than part-time (under 6 credit hours or 100 clock hours)
- Student did not complete the program during their initial enrollment period

### Allowable Expenses

The Career Training Scholarship funds may only be used to satisfy the following defined obligations:

**Tuition** is the amount of funds the student must pay for his/her enrollment during the current term, as determined by the institution the student is attending.

**Fees** are the funds charged per student to attend the institution at per credit hour or clock hour rate; these fees may include but are not limited to user fees for libraries and technology, student health fees and building fees; they are included in the student's tuition bill.

**School Supplies** include items required for the student to complete an enrolled course such as textbooks, manual, pens, paper, printer ink, file folders, computer software required to complete assignments, and other needs the student may have to participate in a class fully.

**Room and Board** is the expense based on the set amount indicated for room and board set by the institution attended.

**Transportation** is the expense based on the set amount indicated by the institution attended.

### Application Requirements

Applications are not considered complete until all required and requested documents have been submitted to ONED:

- An online application
- Copy of Osage Nation membership card (verified internally)
- W-9 Forms (from student & institution)
- An invoice or cost statement showing the cost of tuition, fees, school supplies, room and board
- Verification of enrollment signed or stamped by the Registrar's Office (must list credit/clock hours of enrollment)
- A copy of the student's course schedule and/or program plan displaying the student name, course names, credit/clock hours of enrollment for each term
- A copy of the student's complete transcript/progress report

The student's transcript must include hours of completion from the last school attended. If applicable, transcripts must show final grades for the last term the student received an Osage scholarship. If the student has not completed any college or career tech hours since high school, he/she must include a copy of his/her final high school transcript or GED test scores.

### Application Process

The online scholarship application is available on the Osage Nation website at: <https://www.osagenation-nsn.gov/services/education-department/higher-education-scholarship> and must be received no more than thirty (30) calendar days prior to the beginning of classes.

If a student changes his/her educational plan prior to submitting an application, he/she must contact ONED at [scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov) to provide an update.



Applications will be processed according to the following:

- Applications must be submitted prior to the start date of classes
- Supporting documents must be submitted within thirty (30) calendar days from the start date of classes
- Credit Hour: students must reapply each term
- Clock Hour: students must reapply before completion of 375 clock hours (funded by the Nation); supporting documents are due within thirty (30) days from application
- Failure to reapply before the completion of the required hours will result in loss of funding for the next term
- Non-standard credit hours will be evaluated on a case-by-case basis
- Completed applications will be processed within ten (10) business days

### **Example**

<b>Attendance Hours</b>	<b>Funding Period</b>
1 – 375 hours	Term 1
376 – 750 hours	Term 2
751 – 1125 hours	Term 3
1126 – 1500 hours	Term 4
1501 – 1875 hours	Term 5
1876 – 2250 hours	Term 6

### **Payment**

A check for each student will be mailed and made payable to the student's school. Students can request a letter of release that will include a description of the scholarship, the amount funded, the term for which it is being granted and the allowable expenses for which the scholarship may be used. The living stipend will be made payable and mailed directly to the student's mailing address listed on the submitted W-9 form. After the student has been approved, the living stipend will be granted the following month.

After the scholarship application has been processed, the file is closed and no additional documents will be accepted for the current term. If a student has been granted the living stipend, a monthly verification of enrollment must be submitted by the seventh (7<sup>th</sup>) day of each month of attendance. Students who do not submit the verification of enrollment by the deadline will forfeit funding for that month. The student will also not qualify for the Hardship Waiver or Appeals Process.

It is the student's responsibility to update his/her address with ONED to receive timely updates on any issues with his/her application or updates on ONED processing.

ONCTS will only be funded in U.S. dollars.

Applications are evaluated in the order in which they are received. Review and processing of applications can take up to ten (10) business days from the date the student completed the scholarship application.

If the school has not received a student's funding, it is the policy of the Osage Nation Accounting Department to allow twenty-one (21) days before a missing check can have a stop

payment placed on it before it will be reissued to the school. In the interim, ONED will issue a letter of intent to the school informing the financial aid office that payment is forthcoming.

Students attending a college or university to complete a certifications or licensures will follow the guidelines for the ONCTS.

### Data Privacy

The information contained within each scholarship application and any supporting documentation attached is a protected record under the Osage Nation Open Records Act. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant, unless the information is being used to perform the duties of an Osage Nation employee. The applicant's information may be released to other Osage Nation Departments/Programs with which the applicant is receiving or requesting services and to the Office of the Osage Nation Attorney General for an investigation to detect or eliminate fraud.

Privacy waiver statements are included in the Osage Nation Career Training Scholarship application. If the waiver is not signed by the student, data will not be discussed with parents/guardians or external scholarship committees.

### Appeals Process

If a student believes his/her funding or hardship waiver has been denied in error, he/she must submit a written appeal within ten (10) business days of notification to the ONED stating the reason for the appeal. Within five (5) business days after receiving an appeal, ONED will submit a report to the Secretary of Education (SE). Within ten (10) business days of this report, the SE shall inform the complainant and the ONED in writing the decision from the Office of the Principal Chief. The decision of the Principal Chief shall be deemed a final decision.

### Contact Information

**Email:** [scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov)

**Phone:** 918-287-5300

**Physical Address:** Osage Nation Education Department  
102 Buffalo Avenue  
P.O. Box 250  
Hominy, OK 74035



## **CERTIFICATION AND LICENSURE TESTING PROGRAM**

The Osage Nation Education Department (ONED) supports Osage students to obtain a certification and/or licensure needed for viable employment. For this reason, the Osage Nation Certification and Licensure Testing Program is provided to Osage students taking a certification or licensure test from a state or nationally accredited and/or licensed testing service.

### **Eligibility**

Must be an enrolled member of the Osage Nation interested in receiving a certification or licensure from a state or nationally accredited and/or licensed testing service are eligible to apply. The assistance will only pay for the incurred cost of one certification or licensure test annually. The ONED accepts applications anytime throughout the year. Any exception in policy will be at the discretion of the ONED Director, and determined on a case-by-case basis. The maximum award amount is dependent on annual appropriations and may vary from year to year.

### **Academic Requirements**

The ONED requires students that receive funding for a certification or licensure test have at least a 2.0 GPA for the testing award. A student's GPA will be calculated on a 4.0 scale when alternate grading scales are used. For example, a school using a 100 point grading scale would have scores converted to a 4.0 scale, as shown below:

X = Average of all scores reported  
 $(X / 100) * 4 = \text{GPA}$

### **Example**

$90\% + 80\% + 75\% + 90\% + 80\%$   
 $415 / 5 = 83$   
 $(83 / 100) * 4 = 3.32 \text{ GPA}$

### **Withdrawal and Failed Test**

If an applicant is unable to pass or meet the requirements of the certification/licensure, then the ONED will not pay for the same test twice.

### **Funding Levels**

The Certification and Licensure Testing Program is a one-time award, up to \$500 for the required test from a state or nationally accredited and/or licensed testing service.

### **Funding Limitations**

The Certification and Licensure Testing Program amount may change from one academic year to the next due to budget limitations. The program will assist with one first-time or renewal certification or licensure; exception allowed for tiered testing in order to obtain the initial certification or licensure, we will only fund a maximum of two (2) tests. Applicant must submit supporting documentation in order to be considered for additional funding. The test must be a requirement to obtain the certification or licensure.

The certification or licensure test must correspond with the student's field of study.

High school students, concurrently enrolled, are not eligible for the award.

The field of study and GPA requirement can be waived for students enrolled in a GED program.

The program will fund a maximum of four (4) test fees for completion of GED program.

### Allowable Expenses

Funding may only be used for costs directly related to taking the test, including but not limited to fees and books.

**Fees** are the funds charged per student to take a certification and licensure test; these fees may include, but are not limited to user fees for application, libraries and technology fees; they are included in the tuition bill per student.

**Books** are considered to be any textbook, manual, or other required readings compiled by the testing service for the successful completion of a test.

### Application Requirements

Applications are not considered complete until all required and requested documents have been submitted to ONED:

- A completed application
- Copy of Osage Nation membership card (verified internally)
- Relevant information for prepayment, that includes the cost of testing
- Receipt of payment for reimbursement
- A completed W-9 form (reimbursement only)
- A copy of the student's complete transcript/progress report

The student's transcript must include hours of completion from the last school attended. If applicable, transcripts must show final grades for the last term the student received an Osage scholarship. If the student has not completed any college or career tech hours since high school, he/she must include a copy of his/her final high school transcript or GED test scores.

### Application Process

The application is available on the Osage Nation website at: <https://www.osagenation-nsn.gov/what-we-do/education-department/higher-education-scholarship> and must be received at least thirty (30) calendar days prior to the test or payment due date. (See Attachment C)

If a student changes his/her educational plan prior to applying, he/she must contact ONED at [education@osagenation-nsn.gov](mailto:education@osagenation-nsn.gov) to provide an update.

Applications will be processed according to the following:

- Completed application, with supporting documents, submitted at least thirty (30) days prior to the test or payment due date will be processed as a prepayment.
- Completed application, with supporting documents, submitted within twelve (12) weeks after the test date will be processed as a reimbursement.
- Complete applications will not be accepted if submitted after the twelve (12) weeks.
- Complete applications will be processed within ten (10) business days.



### Payment

The check will be mailed and made payable to the testing facility. Unless, the applicant has applied for a reimbursement for their certification or licensure test. Then the student must complete a W-9 form to receive a reimbursement check.

After payment has been issued, the file will be closed and no additional documents will be accepted for the current academic year.

It is the student's responsibility to update his/her address with ONED to receive timely updates on any issues with his/her application or updates on ONED processing.

Awards and/or reimbursements will only be funded in U.S. dollars.

If a student's funding has not been received by the school, it is the policy of the Osage Nation Accounting Department to allow twenty-one (21) days before a missing check can have a stop payment placed on it before it will be reissued to the school.

### Data Privacy

The information contained within each application and any supporting documentation attached is a protected record under the Osage Nation Open Records Act. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the information is being used to perform the duties of an Osage Nation employee. The applicant's information may be released to other Osage Nation Departments/Programs with which the applicant is receiving or requesting services and to the Office of the Osage Nation Attorney General for an investigation to detect or eliminate fraud.

Privacy waiver statements are included in the Osage Nation Certification and Licensure Testing application. If the waiver is not signed by the student, data will not be discussed with external individuals and/or organizations.

### Appeals Process

If a student believes his/her award has been denied in error, he/she must submit a written appeal within ten (10) business days of notification to the ONED stating the reason for the appeal. Within five (5) business days after receiving an appeal, ONED will submit a report to the Secretary of Education (SE). Within ten (10) business days of this report, the SE shall inform the complainant and the ONED in writing the decision from the Office of the Principal Chief. The decision of the Principal Chief shall be deemed a final decision.

### Contact Information

**Email:** [internship@osagenation-nsn.gov](mailto:internship@osagenation-nsn.gov)

**Phone:** 918-287-5300

**Physical Address:** Osage Nation Education Department  
102 Buffalo Avenue  
P.O. Box 250  
Hominy, OK 74035

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## JOHN L. RUBEL SCHOLARSHIP

The John L. Rubel Scholarship is awarded to six (6) Osage students per year. Students must be attending Oklahoma State University-Institute of Technology in Okmulgee, Oklahoma or Tri-County Technology Center in Bartlesville, Oklahoma.

### Eligibility

Must be an enrolled member of the Osage Nation interested in pursuing certification, licensure, or degree from OSU-Institute of Technology or Tri-County Technology Center full-time are eligible to apply for the Rubel Scholarship.

Rubel Scholarship applicants must submit an initial application to ONED each term to receive further funding disbursements.

Students are encouraged to apply for the Free Application for Federal Student Aid (FAFSA), the Bureau of Indian Affairs (BIA) grant, other grants and scholarships available.

### Academic Requirements

The ONED requires students receiving the John L. Rubel Scholarship to have at least a 3.0 GPA for the scholarship award. A student's GPA will be calculated on a 4.0 scale when alternate grading scales are used. For example, a school using a 100 point grading scale would have scores converted to a 4.0 scale, as shown below:

X = Average of all scores reported  
 $(X / 100) * 4 = \text{GPA}$

### Example

$90\% + 80\% + 75\% + 90\% + 80\%$   
 $415 / 5 = 83$   
 $(83 / 100) * 4 = 3.32 \text{ GPA}$

### Withdrawal and Failed Classes

The John L. Rubel Scholarship is not renewed each term. Applicants must apply each academic term as if it was his/her first time. If a student fails or withdraws from class(es) but maintains at least a 3.0 GPA and full-time status, that student is still eligible to apply for the scholarship the following term. If a student fails or withdraws from class(es) and drops below the full-time status, that student will not be eligible to apply for the scholarship the following term.

### Hardship Waiver

Hardship Waivers are not available to John L. Rubel Scholarship recipients because the scholarship is not renewable (please see Withdrawal and Failed Classes section).



### Funding Levels

The John L. Rubel Scholarship is awarded in the amount of \$621 each for the fall and spring academic terms and is not awarded for summer sessions.

### Funding Limitations

The Osage Nation will award three (3) Rubel Scholarships each term. In order to qualify, students must be full-time and be enrolled at either OSU-Institute of Technology or a program that is no less than 220 clock hours at Tri-Country Technology Center and have a minimum 3.0 GPA to receive scholarship funding.

The Rubel Scholarship is not available for summer sessions.

High school students, concurrently enrolled, are not eligible for the award.

The Rubel Scholarship amount may change from one academic year to the next due to budget limitations.

### Allowable Expenses

Funding from the Rubel Scholarship may only be used for costs directly related to attending courses including but not limited to tuition, fees and books.

**Tuition** is the amount the student must pay per credit or clock hour in order to maintain enrollment; this amount varies depending on the institution.

**Fees** are the funds charged per student to attend the institution at per credit hour or clock hour rate; these fees may include, but are not limited to user fees for libraries and technology, student health fees and building fees; they are included in the tuition bill per student.

**Books** include any textbook, manual, or required readings compiled by the instructor to successfully complete the course(s).

### Application Requirements

Applications are not considered complete until all required and requested documents have been submitted to ONED:

- A completed application
- Copy of Osage Nation membership card (verified internally)
- Verification of enrollment signed or stamped by the Registrar's Office
- A copy of the student's course schedule and/or program plan with clock hours
- A copy of the student's complete transcript/progress report

The student's transcript must include hours of completion from the last school attended. If applicable, transcripts must show final grades for the last term the student received an Osage scholarship. If the student has not completed any college or career tech hours since high school, he/she must include a copy of his/her final high school transcript or GED test scores.

## Application Process

The deadline to apply for the fall and spring terms are **September 15<sup>th</sup> and February 15<sup>th</sup> of each academic year**. Scholarship applications are available on the Osage Nation website at: <https://www.osagenation-nsn.gov/what-we-do/education-department/higher-education-scholarship> and must be received by the deadline date. (See Attachment D)

If a student changes his/her educational plan prior to submitting an application, he/she must contact ONED at [scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov) to provide an update.

Applications will be processed according to the following:

- Complete application and supporting documents must be submitted prior to the deadline date
- Applications will be reviewed in the order they are completed
- Completed applications will be processed within ten (20) business days of the deadline date

## Payment

Rubel Scholarships are disbursed in two equal installments in the fall and spring.

A letter and check for each student will be mailed and made payable to the student's school. The letter will include a description of the scholarship, the amount funded, the term for which it is being granted and the allowable expenses for which the scholarship may be used.

After payment has been made to the school, the file is closed and no additional documents will be accepted for the current term.

It is the student's responsibility to update his/her address with ONED to receive timely updates on any issues with his/her application or updates on ONED processing.

Rubel Scholarships will only be funded in U.S. dollars.

If a student's funding has not been received by the school, it is the policy of the Osage Nation Accounting Department to allow twenty-one (21) days before a missing check can have a stop payment placed on it before it will be reissued to the school. In the interim, ONED will issue a letter of intent to the school informing the financial aid office that payment is forthcoming.

## Data Privacy

The information contained within each scholarship application and any supporting documentation attached is a protected record under the Osage Nation Open Records Act. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the information is being used to perform the duties of an Osage Nation employee. The applicant's information may be released to other Osage Nation Departments/Programs with which the applicant is receiving or requesting services and to the Office of the Osage Nation Attorney General for an investigation to detect or eliminate fraud.

Privacy waiver statements are included in the John L Rubel Scholarship application. If the waiver is not signed by the student, data will not be discussed with parents/guardians or external scholarship committees.



### Appeals Process

If a student believes his/her award has been denied in error, he/she must submit a written appeal within ten (10) business days of notification to the ONED stating the reason for the appeal. Within five (5) business days after receiving an appeal, ONED will submit a report to the Secretary of Education (SE). Within ten (10) business days of this report, the SE shall inform the complainant and the ONED in writing the decision from the Office of the Principal Chief. The decision of the Principal Chief shall be deemed a final decision.

### Contact Information

**Email:** [scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov)

**Phone:** 918-287-5300

**Physical Address:** Osage Nation Education Department  
102 Buffalo Avenue  
P.O. Box 250  
Hominy, OK 74035

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## EUGENE DANIEL SCHOLARSHIP

The Eugene Daniel Scholarship is awarded to six (6) Osage students per year. Students must be enrolled full-time in an accredited college or technical school and be majoring in a medical-related field.

### Eligibility

Must be an enrolled member of the Osage Nation interested in pursuing a certification, licensure or degree in a medical-related field are eligible to apply for the Daniel Scholarship within applicable guidelines for award.

Daniel Scholarship applicants must submit an initial application to ONED each term to receive further funding disbursements.

Students are encouraged to apply for the Free Application for Federal Student Aid (FAFSA), the Bureau of Indian Affairs (BIA) grant, other grants and scholarships available to them.

### Academic Requirements

The ONED requires students receiving the Eugene Daniel Scholarship to have at least a 3.0 GPA for the scholarship award. A student's GPA will be calculated on a 4.0 scale when alternate grading scales are used. For example, a school using a 100 point grading scale would have scores converted to a 4.0 scale, as shown below:

X = Average of all scores reported  
 $(X / 100) * 4 = \text{GPA}$

For example:

$90\% + 80\% + 75\% + 90\% + 80\%$

$415 / 5 = 83$

$(83 / 100) * 4 = 3.32 \text{ GPA}$

### Withdrawal and Failed Classes

The Eugene Daniel Scholarship is not renewed each term. Applicants must apply each academic term as if it was his/her first time. If a student fails or withdraws from class(es) but maintains at least a 3.0 GPA and full-time status, that student is still eligible to apply for the scholarship the following term. If a student fails or withdraws from class(es) and drops below the full-time status, that student will not be eligible to apply for the scholarship the following term.

### Hardship Waiver

Hardship Waivers are not available to Eugene Daniel Scholarship recipients because the scholarship is not renewable (please see Withdrawal and Failed Classes section).



### Funding Levels

The Eugene Daniel Scholarship is awarded in the amount of \$524 each for the fall and spring academic terms and is not awarded for summer sessions.

### Funding Limitations

The Osage Nation will award three (3) Eugene Daniel Scholarships each term. In order to qualify, students must be full-time and have a minimum 3.0 GPA to receive scholarship funding.

The Daniel Scholarship is not available for summer sessions.

High school students, concurrently enrolled, are not eligible for the award.

The Daniel Scholarship amount may change from one academic year to the next due to budget limitations.

Students must be enrolled in a health-care related field at a state or nationally accredited college or technical school

### Allowable Expenses

Funding from the Daniel Scholarship may only be used for costs directly related to attending courses including but not limited to tuition, fees and books.

**Tuition** is the amount the student must pay per credit or clock hour in order to maintain enrollment; this amount varies depending on the institution.

**Fees** are the funds charged per student to attend the institution at per credit hour or clock hour rate; these fees may include but are not limited to user fees for libraries and technology, student health fees and building fees; they are included in the tuition bill per student.

**Books** include any textbook, manual, or required readings compiled by the instructor to successfully complete the course(s).

### Application Requirements

Applications are not considered complete until all required and requested documents have been submitted to ONED:

- A completed application
- Copy of Osage Nation membership card (verified internally)
- Verification of enrollment signed or stamped by the Registrar's Office
- A copy of the student's course schedule and/or program plan with clock hours
- A copy of the student's complete transcript/progress report

The student's transcript must include hours of completion from the last school attended. If applicable, transcripts must show final grades for the last term the student received an Osage scholarship. If the student has not completed any college or career tech hours since high school, he/she must include a copy of his/her final high school transcript or GED test scores.

## Application Process

The deadline to apply for the fall and spring terms are **September 15<sup>th</sup> and February 15<sup>th</sup> of each academic year**. Scholarship applications are available on the Osage Nation website at: <https://www.osagenation-nsn.gov/what-we-do/education-department/higher-education-scholarship> and must be received by the deadline date. (See Attachment E)

If a student changes his/her educational plan prior to submitting an application, he/she must contact ONED at [scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov) to provide an update.

Applications will be processed according to the following:

- Complete application and supporting documents must be submitted prior to the deadline date
- Applications will be reviewed in the order they are completed
- Completed applications will be processed within ten (20) business days of the deadline date

## Payment

Daniel Scholarships are disbursed in two equal installments in the fall and spring.

A letter and check for each student will be mailed and made payable to the student's school. The letter will include a description of the scholarship, the amount funded, the term for which it is being granted and the allowable expenses for which the scholarship may be used.

After payment has been made to the school, the file is closed and no additional documents will be accepted for the current term.

It is the student's responsibility to update his/her address with ONED to receive timely updates on any issues with his/her application or updates on ONED processing.

Daniel Scholarships will only be funded in U.S. dollars.

If a student's funding has not been received by the school, it is the policy of the Osage Nation Accounting Department to allow twenty-one (21) days before a missing check can have a stop payment placed on it before it will be reissued to the school. In the interim, ONED will issue a letter of intent to the school informing the financial aid office that payment is forthcoming.

## Data Privacy

The information contained within each scholarship application and any supporting documentation attached is a protected record under the Osage Nation Open Records Act. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the information is being used to perform the duties of an Osage Nation employee. The applicant's information may be released to other Osage Nation Departments/Programs with which the applicant is receiving or requesting services and to the Office of the Osage Nation Attorney General for an investigation to detect or eliminate fraud.

Privacy waiver statements are included in the Eugene Daniel Scholarship application. If the waiver is not signed by the student, data will not be discussed with parents/guardians or external scholarship committees.



### Appeals Process

If a student believes his/her award has been denied in error, he/she must submit a written appeal within ten (10) business days of notification to the ONED stating the reason for the appeal. Within five (5) business days after receiving an appeal, ONED will submit a report to the Secretary of Education (SE). Within ten (10) business days of this report, the SE shall inform the complainant and the ONED in writing the decision from the Office of the Principal Chief. The decision of the Principal Chief shall be deemed a final decision.

### Contact Information

**Email:** [scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov)

**Phone:** 918-287-5300

**Physical Address:** Osage Nation Education Department  
102 Buffalo Avenue  
P.O. Box 250  
Hominy, OK 74035

## **E. RAY ADKISSON SCHOLARSHIP**

The E. Ray Adkisson Scholarship is awarded to eight (8) Osage students per year. Students must be enrolled at an accredited college in an undergraduate degree program. Students must be enrolled part-time in a minimum of six (6) credit hours to qualify for the scholarship.

### **Eligibility**

Must be an enrolled member of the Osage Nation interested in pursuing post-secondary education at the associate or baccalaureate level are eligible to apply for the Adkisson Scholarship within applicable guidelines for award.

The Adkisson Scholarship applicants must submit an initial application to ONED each term to receive further funding disbursements.

Students are encouraged to apply for the Free Application for Federal Student Aid (FAFSA), the Bureau of Indian Affairs (BIA) grant, other grants and scholarships available to them.

### **Academic Requirements**

The ONED requires students receiving the E. Ray Adkisson Scholarship to have at least a 3.0 GPA for the scholarship award. A student's GPA will be calculated on a 4.0 scale when alternate grading scales are used. For example, a school using a 100 point grading scale would have scores converted to a 4.0 scale, as shown below:

X = Average of all scores reported  
 $(X / 100) * 4 = \text{GPA}$

For example:

$90\% + 80\% + 75\% + 90\% + 80\%$

$415 / 5 = 83$

$(83 / 100) * 4 = 3.32 \text{ GPA}$

### **Withdrawal and Failed Classes**

The E. Ray Adkisson Scholarship is not renewed each term. Applicants must apply each academic term as if it was his/her first time. If a student fails or withdraws from class(es) but maintains at least a 3.0 GPA and part-time status, that student is still eligible to apply for the scholarship the following term. If a student fails or withdraws from class(es) and drops below the part-time status, that student will not be eligible to apply for the scholarship the following term.

### **Hardship Waiver**

Hardship Waivers are not available to E. Ray Adkisson Scholarship recipients because the scholarship is not renewable (please see Withdrawal and Failed Classes section).



### Funding Levels

The E. Ray Adkisson Scholarship is awarded in the amount of \$504 each for the fall and spring academic terms and is not awarded for summer sessions.

### Funding Limitations

The Osage Nation will award four (4) E. Ray Adkisson Scholarships each term. In order to qualify, students must be part-time (6 credit hours) and have a minimum 3.0 GPA to receive scholarship funding. Preference will be given to part-time students with the highest GPA.

The Adkisson Scholarship is not available for summer sessions.

High school students, concurrently enrolled, are not eligible for the award.

The Adkisson Scholarship amount may change from one academic year to the next due to budget limitations.

Students must be enrolled in an undergraduate degree program at a state or nationally accredited college or university.

### Allowable Expenses

Funding from the Adkisson Scholarship may only be used for costs directly related to attending courses including but not limited to tuition, fees and books.

**Tuition** is the amount the student must pay per credit or clock hour in order to maintain enrollment; this amount varies depending on the institution.

**Fees** are the funds charged per student to attend the institution at per credit hour or clock hour rate; these fees may include but are not limited to user fees for libraries and technology, student health fees and building fees; they are included in the tuition bill per student.

**Books** include any textbook, manual, or required readings compiled by the instructor to successfully complete the course(s).

### Application Requirements

Applications are not considered complete until all required and requested documents have been submitted to ONED:

- A completed application
- Copy of Osage Nation membership card (verified internally)
- Verification of enrollment signed or stamped by the Registrar's Office
- A copy of the student's course schedule with credit hour
- A copy of the student's complete transcript/progress report

The student's transcript must include hours of completion from the last school attended. If applicable, transcripts must show final grades for the last term the student received an Osage scholarship. If the student has not completed any college or career tech hours since high school, he/she must include a copy of his/her final high school transcript or GED test scores.

## Application Process

The deadline to apply for the fall and spring terms are **September 15<sup>th</sup> and February 15<sup>th</sup> of each academic year**. Scholarship applications are available on the Osage Nation website at: <https://www.osagenation-nsn.gov/what-we-do/education-department/higher-education-scholarship> and must be received by the deadline date. (See Attachment F)

If a student changes his/her educational plan prior to submitting an application, he/she must contact ONED at [scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov) to provide an update.

Applications will be processed according to the following:

- Complete application and supporting documents must be submitted prior to the deadline date
- Applications will be reviewed in the order they are completed
- Completed applications will be processed within ten (20) business days of the deadline date

## Payment

Adkisson Scholarships are disbursed in two equal installments in the fall and spring.

A letter and check for each student will be mailed and made payable to the student's school. The letter will include a description of the scholarship, the amount funded, the term for which it is being granted and the allowable expenses for which the scholarship may be used.

After payment has been made to the school, the file is closed and no additional documents will be accepted for the current term.

It is the student's responsibility to update his/her address with ONED to receive timely updates on any issues with his/her application or updates on ONED processing.

Adkisson Scholarships will only be funded in U.S. dollars.

If a student's funding has not been received by the school, it is the policy of the Osage Nation Accounting Department to allow twenty-one (21) days before a missing check can have a stop payment placed on it before it will be reissued to the school. In the interim, ONED will issue a letter of intent to the school informing the financial aid office that payment is forthcoming.

## Data Privacy

The information contained within each scholarship application and any supporting documentation attached is a protected record under the Osage Nation Open Records Act. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the information is being used to perform the duties of an Osage Nation employee. The applicant's information may be released to other Osage Nation Departments/Programs with which the applicant is receiving or requesting services and to the Office of the Osage Nation Attorney General for an investigation to detect or eliminate fraud.

Privacy waiver statements are included in the E. Ray Adkisson Scholarship application. If the waiver is not signed by the student, data will not be discussed with parents/guardians or external scholarship committees.



### Appeals Process

If a student believes his/her award has been denied in error, he/she must submit a written appeal within ten (10) business days of notification to the ONED stating the reason for the appeal. Within five (5) business days after receiving an appeal, ONED will submit a report to the Secretary of Education (SE). Within ten (10) business days of this report, the SE shall inform the complainant and the ONED in writing the decision from the Office of the Principal Chief. The decision of the Principal Chief shall be deemed a final decision.

### Contact Information

**Email:** [scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov)

**Phone:** 918-287-5300

**Physical Address:** Osage Nation Education Department  
102 Buffalo Avenue  
P.O. Box 250  
Hominy, OK 74035

## MARY E. TINKER SCHOLARSHIP

The Mary E. Tinker Scholarship is awarded to fourteen (14) Osage students per year. Students must be enrolled at an accredited college in a graduate degree program. Students must be enrolled part-time in a minimum of six (6) credit hours to qualify for the scholarship.

### Eligibility

Must be an enrolled member of the Osage Nation interested in pursuing post-secondary education on a professional graduate level are eligible to apply for the Tinker Scholarship within applicable guidelines for award.

Tinker Scholarship applicants must submit an initial application to ONED each term to receive further funding disbursements.

Students are encouraged to apply for the Free Application for Federal Student Aid (FAFSA), the Bureau of Indian Affairs (BIA) grant, other grants and scholarships available to them.

### Academic Requirements

The ONED requires students receiving the Mary E. Tinker Scholarship to have at least a 2.0 GPA for the scholarship award. A student's GPA will be calculated on a 4.0 scale when alternate grading scales are used. For example, a school using a 100 point grading scale would have scores converted to a 4.0 scale, as shown below:

X = Average of all scores reported  
 $(X / 100) * 4 = \text{GPA}$

For example:

$90\% + 80\% + 75\% + 90\% + 80\%$

$415 / 5 = 83$

$(83 / 100) * 4 = 3.32 \text{ GPA}$

### Withdrawal and Failed Classes

The Mary E. Tinker Scholarship is not renewed each term. Applicants must apply each academic term as if it was his/her first time. If a student fails or withdraws from class(es) but maintains at least a 2.0 GPA and part-time status, that student is still eligible to apply for the scholarship the following term. If a student fails or withdraws from class(es) and drops below the part-time status, that student will not be eligible to apply for the scholarship the following term.

### Hardship Waiver

Hardship Waivers are not available to Mary E. Tinker Scholarship recipients because the scholarship is not renewable (please see Withdrawal and Failed Classes section).

### Funding Levels

The Mary E. Tinker Scholarship is awarded in the amount of \$500 each for the fall and spring academic terms and is not awarded for summer sessions.



### Funding Limitations

The Osage Nation will award seven (7) Mary E. Tinker Scholarships each term. In order to qualify, students must be part-time (6 credit hours) and have a minimum 2.0 GPA to receive scholarship funding. Preference will be given to part-time students with the highest GPA.

The Tinker Scholarship is not available for summer sessions.

High school students, concurrently enrolled, are not eligible for the award.

The Tinker Scholarship amount may change from one academic year to the next due to budget limitations.

Applicants for the Mary E. Tinker Scholarship must be enrolled in a graduate degree program at a state or nationally accredited college or university.

### Allowable Expenses

Funding from the Tinker Scholarship may only be used for costs directly related to attending courses including but not limited to tuition, fees and books.

**Tuition** is the amount the student must pay per credit or clock hour in order to maintain enrollment; this amount varies depending on the institution.

**Fees** are the funds charged per student to attend the institution at per credit hour or clock hour rate; these fees may include but are not limited to user fees for libraries and technology, student health fees and building fees; they are included in the tuition bill per student.

**Books** include any textbook, manual, or required readings compiled by the instructor to successfully complete the course(s).

### Application Requirements

Applications are not considered complete until all required and requested documents have been submitted to ONED:

- A completed application
- Copy of Osage Nation membership card (verified internally)
- Verification of enrollment signed or stamped by the Registrar's Office
- A copy of the student's course schedule with credit hour
- A copy of the student's complete transcript/progress report

The student's transcript must include hours of completion from the last school attended. If applicable, transcripts must show final grades for the last term the student received an Osage scholarship. If the student has not completed any college or career tech hours since high school, he/she must include a copy of his/her final high school transcript or GED test scores.

### Application Process

The deadline to apply for the fall and spring terms are **September 15<sup>th</sup> and February 15<sup>th</sup> of each academic year**. Scholarship applications are available on the Osage Nation website at: <https://www.osagenation-nsn.gov/what-we-do/education-department/higher-education-scholarship> and must be received by the deadline date. (See Attachment G)

If a student changes his/her educational plan prior to submitting an application, he/she must contact ONED at [scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov) to provide an update.

Applications will be processed according to the following:

- Complete application and supporting documents must be submitted prior to the deadline date
- Applications will be reviewed in the order they are completed
- Completed applications will be processed within ten (20) business days of the deadline date

### **Payment**

Tinker Scholarships are disbursed in two equal installments in the fall and spring.

A letter and check for each student will be mailed and made payable to the student's school. The letter will include a description of the scholarship, the amount funded, the term for which it is being granted and the allowable expenses for which the scholarship may be used.

After payment has been made to the school, the file is closed and no additional documents will be accepted for the current term.

It is the student's responsibility to update his/her address with ONED to receive timely updates on any issues with his/her application or updates on ONED processing.

Tinker Scholarships will only be funded in U.S. dollars.

If a student's funding has not been received by the school, it is the policy of the Osage Nation Accounting Department to allow twenty-one (21) days before a missing check can have a stop payment placed on it before it will be reissued to the school. In the interim, ONED will issue a letter of intent to the school informing the financial aid office that payment is forthcoming.

### **Data Privacy**

The information contained within each scholarship application and any supporting documentation attached is a protected record under the Osage Nation Open Records Act. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the information is being used to perform the duties of an Osage Nation employee. The applicant's information may be released to other Osage Nation Departments/Programs with which the applicant is receiving or requesting services and to the Office of the Osage Nation Attorney General for an investigation to detect or eliminate fraud.

Privacy waiver statements are included in the Mary E. Tinker Scholarship application. If the waiver is not signed by the student, data will not be discussed with parents/guardians or external scholarship committees.

### **Appeals Process**

If a student believes his/her award has been denied in error, he/she must submit a written appeal within ten (10) business days of notification to the ONED stating the reason for the appeal. Within five (5) business days after receiving an appeal, ONED will submit a report to the Secretary of Education (SE). Within ten (10) business days of this report, the SE shall inform

the complainant and the ONED in writing the decision from the Office of the Principal Chief. The decision of the Principal Chief shall be deemed a final decision.

**Contact Information**

**Email:** [scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov)

**Phone:** 918-287-5300

**Physical Address:** Osage Nation Education Department  
102 Buffalo Avenue  
P.O. Box 250  
Hominy, OK 74035



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## MORRIS E. & ETHEL CARLTON WHEELER SCHOLARSHIP TRUST

The Morris E. and Ethel Carlton Wheeler Scholarship Trust is awarded to ten (10) Osage students per year. Students must be enrolled full-time in a post-secondary education institution including vocational schools that provide post high school studies or training including but not limited to graduate and post-graduate studies.

### Eligibility

All descendants and adopted children (Indian or Non-Indian, legally adopted by a court of competent jurisdiction) of Osage original allottees interested in furthering their education are eligible to apply for Wheeler Scholarships within applicable guidelines for funding.

Wheeler Scholarship students must submit an initial application to ONED each term to receive further funding disbursements.

Students are encouraged to apply for the Bureau of Indian Affairs (BIA) grant, other grants and scholarships available to them.

### Academic Requirements

The ONED requires students receiving the Morris E. and Ethel Carlton Wheeler Scholarship to have at least a 2.0 GPA for the scholarship award. A student's GPA will be calculated on a 4.0 scale when alternate grading scales are used. For example, a school using a 100 point grading scale would have scores converted to a 4.0 scale as shown below:

X = Average of all scores reported  
 $(X / 100) * 4 = \text{GPA}$

#### **For example:**

90% + 80% + 75% + 90% + 80%

415 / 5 = 83

$(83 / 100) * 4 = 3.32 \text{ GPA}$

### Withdrawal and Failed Classes

The Wheeler Scholarship is not renewed each term. Applicants must apply each academic term as if it was his/her first time. If a student fails or withdraws from class(es) but maintains at least a 2.0 GPA and full-time status, that student is still eligible to apply for the scholarship the following term. If a student fails or withdraws from class(es) and drops below the full-time status, that student will not be eligible to apply for the scholarship the following term.

### Hardship Waiver

A hardship is defined as an event that prevents a student from completing the hours in the term for which he/she has been awarded scholarship funding. Examples of hardships may include but are not limited to an unexpected surgery, complications associated with pregnancy or an accident with a major injury. In order to remain eligible for the Morris E. & Carlton Wheeler Scholarship, students must request a Hardship Waiver and submit documentation in a timely manner verifying hardship circumstances. The ONED shall, within thirty (30) calendar days

from the date of receipt of the Hardship Form, report the findings and final decision to the complainant in writing. (See Attachment A)

The student must provide the following information to be awarded a Hardship Waiver:

- A form asking for hardship consideration and explaining circumstances in detail from the student, and
- A physician's statement verifying a medical condition which prevents the student from completing courses; or
- A written report from an unrelated, licensed counselor verifying an event or condition which prevents the student from completing courses

### Funding Levels

The Morris E. and Ethel Carlton Wheeler Scholarship is awarded in the amount of \$425 each for the fall and spring academic terms and is not awarded for summer sessions.

### Funding Limitations

The Osage Nation will award five (5) Wheeler Scholarships each term. In order to qualify, students must be full-time and have a minimum 2.0 GPA to receive scholarship funding.

Students must be enrolled in a minimum of twelve (12) credit hours to qualify for the scholarship.

High school students, concurrently enrolled, are not eligible for the award.

The Wheeler Scholarship is not available for summer sessions.

The Wheeler Scholarship amount may change from one academic year to the next due to budget limitations.

Students applying for the Morris E. and Ethel Carlton Wheeler Scholarship must provide verification of financial need as evidenced by the Free Application for Federal Student Aid (FAFSA).

### Allowable Expenses

The Wheeler Scholarship may only be used for costs directly related to tuition and books as defined within the trust.

**Tuition** is the amount the student must pay per credit or clock hour in order to maintain enrollment; this amount varies depending on the institution.

**Books** include any textbook, manual, or required readings compiled by the instructor to successfully complete the course(s).

### Application Requirements

Applications are not considered complete until all required and requested documents have been submitted to ONED:

- A completed application
- Copy of Osage Nation membership card or CDIB card to verify lineal descent from an Osage original allottee



- Non-Osage applicants legally adopted by a court of competent jurisdiction must provide verification of adoption by an original allottee (adoption decree and birth certificates tracing that adoption back to an original allottee)
- Verification of enrollment signed or stamped by the Registrar's Office
- Information verifying the student's Free Application for Federal Student Aid (FAFSA)
- A copy of the student's course schedule with credit hour and/or program plan with clock hours
- A copy of the student's complete transcript/progress report

The student's transcript must include hours of completion from the last school attended. If applicable, transcripts must show final grades for the last term the student received an Osage scholarship. If the student has not completed any college or career tech hours since high school, he/she must include a copy of his/her final high school transcript or GED test scores.

### Application Process

The deadline to apply for the fall and spring terms are **September 15<sup>th</sup> and February 15<sup>th</sup> of each academic year**. Scholarship applications are available on the Osage Nation website at: <https://www.osagenation-nsn.gov/what-we-do/education-department/higher-education-scholarship> and must be received by the deadline date. (See Attachment H)

If a student changes his/her educational plan prior to submitting an application, he/she must contact ONED at [scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov) to provide an update.

Applications will be processed according to the following:

- Complete application and supporting documents must be submitted prior to the deadline date
- Applications will be reviewed in the order they are completed
- Completed applications will be processed within ten (20) business days of the deadline date

### Payment

Wheeler Scholarships are disbursed in two equal installments in the fall and spring.

A letter and check for each student will be mailed and made payable to the student's school. The letter will include a description of the scholarship, the amount funded, the term for which it is being granted and the allowable expenses for which the scholarship may be used.

After payment has been made to the school the file is closed and no additional documents will be accepted for the current term.

It is the student's responsibility to update his/her address with ONED to receive timely updates on any issues with his/her application or updates on ONED processing.

Wheeler Scholarships will only be funded in U.S. dollars.

If a student's funding has not been received by the school, it is the policy of the Osage Nation Accounting Department to allow twenty-one (21) days before a missing check can have a stop payment placed on it before it will be reissued to the school. In the interim, ONED will issue a letter of intent to the school informing the financial aid office that payment is forthcoming.



### Data Privacy

The information contained within each scholarship application and any supporting documentation attached is a protected record under the Osage Nation Open Records Act. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the information is being used to perform the duties of an Osage Nation employee. The applicant's information may be released to other Osage Nation Departments/Programs with which the applicant is receiving or requesting services and to the Office of the Osage Nation Attorney General for an investigation to detect or eliminate fraud.

Privacy waiver statements are included in the Wheeler Scholarship application. If the waiver is not signed by the student, data will not be discussed with parents/guardians or external scholarship committees.

### Appeals Process

If a student believes his/her award has been denied in error, he/she must submit a written appeal within ten (10) business days of notification to the ONED stating the reason for the appeal. Within five (5) business days after receiving an appeal, ONED will submit a report to the Secretary of Education (SE). Within ten (10) business days of this report, the SE shall inform the complainant and the ONED in writing the decision from the Office of the Principal Chief. The decision of the Principal Chief shall be deemed a final decision.

### Contact Information

**Email:** scholarship@osagenation-nsn.gov


**Phone:** 918-287-5300

**Physical Address:** Osage Nation Education Department  
102 Buffalo Avenue  
P.O. Box 250  
Hominy, OK 74035

### Approved

  
Trevor Pearcey, Program Coordinator

  
Mary Wildcat, Education Director

  
Vann Bighorse, Secretary of Education

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## References

### U.S. Federal Law

The Family Educational Rights and Privacy Act (**FERPA**) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

### Osage Laws

Osage Nation Open Records Act... ONCA 10-05; Effective December 26, 2009

Student Handbook...ONCA 12-17; Enrolled April 3, 2012

Osage Nation Education Scholarship Policies and Procedures...ONCA 12-17; Enrolled April 3, 2012

Academic Requirements...ONCA 12-17; Enrolled April 3, 2012

General Scholarship...ONCA 12-17; Enrolled April 3, 2012

Required Reading Scholarship... ONCA 12-113; Enrolled September 24, 2012

General and Required Reading Scholarships (funding)...ONCA 16-74; Enrolled July 18, 2016

General and Required Reading Scholarships (funding)...ONCA 18-01; Enrolled October 26, 2017

General and Required Reading Scholarships (funding)... ONCA 21-106; Enrolled April 18, 2022

General and Required Reading Scholarships (funding)... ONCA 23-96; Enrolled April 18, 2024

Graduate Degree Award...ONCA 12-17; Enrolled April 3, 2012

Graduate Degree Award (funding)...ONCA 16-74; Enrolled July 18, 2016

Graduate Degree Award (funding)... ONCA 18-01; Enrolled October 26, 2017

Academic Term Scholarship...ONCA 12-17; Enrolled April 3, 2012

Academic Term Scholarship Award (funding)...ONCA 16-74; Enrolled April 3, 2012

Field of Study Internship...ONCA 12-17; Enrolled April 3, 2012

Field of Study Internship (funding)...ONCA 16-74; Enrolled July 18, 2016

Field of Study Internship (funding)... ONCA 22-37; Engrossed April 13, 2022

Graduation Stole Award...ONCA 12-17; Enrolled April 3, 2016

Graduation Stole Award (funding)... ONCA 16-74; Enrolled July 18, 2016





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Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_

(Required if student is under 18)

**Protected Records Statement**

The information on this application and any supporting documentation attached is collected pursuant to the Osage Nation Open Records Act and has Protected Record status. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the requestor uses the information to perform assigned duties as an employee of the Osage Nation. Others who may request the information are Osage Nation Departments/Programs with which you are receiving or requesting services or the Office of the Osage Nation Attorney General to detect and eliminate fraud.

**Please return your completed form to:**

Osage Nation Education Department  
Attn: **Career Training Scholarship**  
102 Buffalo Ave.  
P.O. Box 250  
Hominy, OK 74035

**OR**

**Osage Nation Higher Education Scholarship**

Scholarship America  
One Scholarship Way  
Saint Peter, MN 56082



# Osage Nation Education Department

## Stole and Commendation

*(Please print clearly)*

Full Name: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Post-Secondary School: \_\_\_\_\_

Degree Attained (ex: Bachelor of Science): \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Graduation Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Stole Length (inches):        **66"**    or    **76"**  
**(Please circle one)**

### Protected Records Statement

The information on this application and any supporting documentation attached is collected pursuant to the Osage Nation Open Records Act and has Protected Record status. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the requestor uses the information to perform assigned duties as an employee of the Osage Nation. Others who may request the information are Osage Nation Departments Programs with which you are receiving or requesting services or the Office of the Osage Nation Attorney General to detect and eliminate fraud.

**Please return your completed form to:**

**[scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov)**

**or**

**Osage Nation Education Department**

**Attn: Career Training Scholarship**

**102 Buffalo Ave.**

**P.O. Box 250**

**Hominy, OK 74035**

*Attachment B*



# Certification and Licensure Testing Application

## Applicant Information

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address/Apt. # City State Zip*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Online information including website address, username and password:  
\_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? Yes or No Graduation Date: \_\_\_\_\_

What is your highest level of education completed? \_\_\_\_\_

Name of Training Institution: \_\_\_\_\_

Certification or Licensure needed: \_\_\_\_\_

Have you been certified in this field before? If so, when? \_\_\_\_\_

## Application Checklist

The student is responsible for submitting all materials to the Osage Nation Education Department on time. Incomplete applications will not be processed. This application becomes complete when all of the following materials have been received:

- \_\_\_\_\_ Completed Student Application
- \_\_\_\_\_ Osage Nation Membership Card
- \_\_\_\_\_ Relevant information for prepayment
- \_\_\_\_\_ Receipt of payment of reimbursement
- \_\_\_\_\_ Completed and signed W-9 form (reimbursement only)
- \_\_\_\_\_ Complete Transcript



## Records Release and Privacy Information

Your application and supporting documents are used by the Osage Nation Education Department in the management of this program. Please indicate below if you authorize the release of your records to anyone other than you.

I authorize the Osage Nation Education Department to release my data including application information and academic records to the individuals or organizations named below:

Name/Organization #1: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Name/Organization #2: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

## Certification

I hereby certify that I meet eligibility requirements of the program and the information provided on this application is complete and accurate to the best of my knowledge. The Osage Nation Education Department may make all inquiries deemed necessary to verify the accuracy of the statements made on this application. By receiving this financial support, I hereby submit and consent to the jurisdiction of the Osage Nation and its courts for any action I may have, or the Osage Nation may have against me, under its terms and conditions.

I also certify I will use any funds I receive from the Certification and Licensure Testing Program solely for eligible expenses to obtain the certification and/or licensure needed to attain viable employment. I have received and read the Osage Nation Education Department Student Handbook. If requested, I will provide proof of information, including an official transcript of grades. Falsification of information may result in termination of any award granted.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Protected Records Statement

The information on this application and any supporting documentation attached is collected pursuant to the Osage Nation Open Records Act and has Protected Record status. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the requestor uses the information to perform assigned duties as an employee of the Osage Nation. Others who may request the information are Osage Nation Departments Programs with which you are receiving or requesting services or the Office of the Osage Nation Attorney General to detect and eliminate fraud.

**Please return your completed form to:**  
[internship@osagenation-nsn.gov](mailto:internship@osagenation-nsn.gov)



# John L. Rubel Scholarship

## Applicant Information

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address/Apt. # City State Zip*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? Yes or No Graduation Date: \_\_\_\_\_

**Please circle the school you are enrolled in:**

**Oklahoma State University Institute of Technology / Tri-County Technology Center**

School Address: \_\_\_\_\_

Semester applying for: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Degree/Certificate/Licensure Seeking:

## Application Checklist

Must meet application deadlines: **(Fall) September 15<sup>th</sup> and (Spring) February 15<sup>th</sup>**

The student is responsible for submitting all materials to the Osage Nation Education Department on time. Incomplete applications will not be processed. This application becomes complete when all of the following materials have been received:

- \_\_\_ Completed Student Application
- \_\_\_ Osage Nation Membership Card
- \_\_\_ Verification of Enrollment
- \_\_\_ Course Schedule and/or Program Plan
- \_\_\_ Complete Transcript

## Records Release and Privacy Information

Your application and supporting documents are used by the Osage Nation Education Department in the management of this scholarship program. Please indicate below if you authorize the release of your records to anyone other than you.

I authorize the Osage Nation Education Department to release my data including application information and academic records to the individuals or organizations named below:

Name/Organization #1: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Name/Organization #2: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

## Certification

I hereby certify that I meet eligibility requirements of the program and the information provided on this application is complete and accurate to the best of my knowledge. The Osage Nation Education Department may make all inquiries deemed necessary to verify the accuracy of the statements made on this application. By receiving this scholarship grant, I hereby submit and consent to the jurisdiction of the Osage Nation and its courts for any action I may have, or the Osage Nation may have against me, under its terms and conditions.

I also certify I will use any funds I receive from the John L. Rubel Scholarship solely for eligible expenses connected with attendance at the school I am attending. I have received and read the Osage Nation Policies and Procedures Student Handbook. If requested, I will provide proof of information, including an official transcript of grades. Falsification of information may result in termination of any award granted.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Protected Records Statement

The information on this application and any supporting documentation attached is collected pursuant to the Osage Nation Open Records Act and has Protected Record status. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the requestor uses the information to perform assigned duties as an employee of the Osage Nation. Others who may request the information are Osage Nation Departments Programs with which you are receiving or requesting services or the Office of the Osage Nation Attorney General to detect and eliminate fraud.

**Please return your completed form to:**  
[scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov)





# Eugene Daniel Scholarship

## Applicant Information

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address/Apt. # City State Zip*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? Yes or No Graduation Date: \_\_\_\_\_

Name of Post-Secondary School: \_\_\_\_\_

School Address: \_\_\_\_\_

Semester applying for: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Degree/Certificate/Licensure Seeking:

\_\_\_\_\_

## Application Checklist

Must meet application deadlines: **(Fall) September 15<sup>th</sup> and (Spring) February 15<sup>th</sup>**

The student is responsible for submitting all materials to the Osage Nation Education Department on time. Incomplete applications will not be processed. This application becomes complete when all of the following materials have been received:

- \_\_\_\_\_ Completed Student Application
- \_\_\_\_\_ Osage Nation Membership Card
- \_\_\_\_\_ Verification of Enrollment
- \_\_\_\_\_ Course Schedule and/or Program Plan
- \_\_\_\_\_ Complete Transcript

## Records Release and Privacy Information

Your application and supporting documents are used by the Osage Nation Education Department in the management of this scholarship program. Please indicate below if you authorize the release of your records to anyone other than you.

I authorize the Osage Nation Education Department to release my data including application information and academic records to the individuals or organizations named below:

Name/Organization #1: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Name/Organization #2: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

## Certification

I hereby certify that I meet eligibility requirements of the program and the information provided on this application is complete and accurate to the best of my knowledge. The Osage Nation Education Department may make all inquiries deemed necessary to verify the accuracy of the statements made on this application. By receiving this scholarship grant, I hereby submit and consent to the jurisdiction of the Osage Nation and its courts for any action I may have, or the Osage Nation may have against me, under its terms and conditions.

I also certify I will use any funds I receive from the Eugene Daniel Scholarship solely for eligible expenses connected with attendance at the school I am attending. I have received and read the Osage Nation Education Department Student Handbook. If requested, I will provide proof of information, including an official transcript of grades. Falsification of information may result in termination of any award granted.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Protected Records Statement

The information on this application and any supporting documentation attached is collected pursuant to the Osage Nation Open Records Act and has Protected Record status. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the requestor uses the information to perform assigned duties as an employee of the Osage Nation. Others who may request the information are Osage Nation Departments Programs with which you are receiving or requesting services or the Office of the Osage Nation Attorney General to detect and eliminate fraud.

**Please return your completed form to:**  
[scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov)



## E. Ray Adkisson Scholarship

### Applicant Information

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address/Apt. # City State Zip*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? Yes or No Graduation Date: \_\_\_\_\_

Name of Post-Secondary School: \_\_\_\_\_

School Address: \_\_\_\_\_

Semester applying for: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Degree Seeking:

\_\_\_\_\_

### Application Checklist

Must meet application deadlines: **(Fall) September 15<sup>th</sup> and (Spring) February 15<sup>th</sup>**

The student is responsible for submitting all materials to the Osage Nation Education Department on time. Incomplete applications will not be processed. This application becomes complete when all of the following materials have been received:

- \_\_\_\_\_ Completed Student Application
- \_\_\_\_\_ Osage Nation Membership Card
- \_\_\_\_\_ Verification of Enrollment
- \_\_\_\_\_ Course Schedule and/or Program Plan
- \_\_\_\_\_ Complete Transcript



## Records Release and Privacy Information

Your application and supporting documents are used by the Osage Nation Education Department in the management of this scholarship program. Please indicate below if you authorize the release of your records to anyone other than you.

I authorize the Osage Nation Education Department to release my data including application information and academic records to the individuals or organizations named below:

Name/Organization #1: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Name/Organization #2: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

## Certification

I hereby certify that I meet eligibility requirements of the program and the information provided on this application is complete and accurate to the best of my knowledge. The Osage Nation Education Department may make all inquiries deemed necessary to verify the accuracy of the statements made on this application. By receiving this scholarship grant, I hereby submit and consent to the jurisdiction of the Osage Nation and its courts for any action I may have, or the Osage Nation may have against me, under its terms and conditions.

I also certify I will use any funds I receive from the E. Ray Adkisson Scholarship solely for eligible expenses connected with attendance at the school I am attending. I have received and read the Osage Nation Education Department Student Handbook. If requested, I will provide proof of information, including an official transcript of grades. Falsification of information may result in termination of any award granted.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Protected Records Statement

The information on this application and any supporting documentation attached is collected pursuant to the Osage Nation Open Records Act and has Protected Record status. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the requestor uses the information to perform assigned duties as an employee of the Osage Nation. Others who may request the information are Osage Nation Departments Programs with which you are receiving or requesting services or the Office of the Osage Nation Attorney General to detect and eliminate fraud.

**Please return your completed form to:**  
[scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov)



# Mary E. Tinker Scholarship

## Applicant Information

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address/Apt. # City State Zip*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? Yes or No Graduation Date: \_\_\_\_\_

Name of Post-Secondary School: \_\_\_\_\_

School Address: \_\_\_\_\_

Semester applying for: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Degree Seeking: \_\_\_\_\_  
\_\_\_\_\_

## Application Checklist

Must meet application deadlines: **(Fall) September 15<sup>th</sup> and (Spring) February 15<sup>th</sup>**

The student is responsible for submitting all materials to the Osage Nation Education Department on time. Incomplete applications will not be processed. This application becomes complete when all of the following materials have been received:

- \_\_\_\_\_ Completed Student Application
- \_\_\_\_\_ Osage Nation Membership Card
- \_\_\_\_\_ Verification of Enrollment
- \_\_\_\_\_ Course Schedule and/or Program Plan
- \_\_\_\_\_ Complete Transcript

## Records Release and Privacy Information

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I authorize the Osage Nation Education Department to release my data including application information and academic records to the individuals or organizations named below:

Name/Organization #1: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Name/Organization #2: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

## Certification

I hereby certify that I meet eligibility requirements of the program and the information provided on this application is complete and accurate to the best of my knowledge. The Osage Nation Education Department may make all inquiries deemed necessary to verify the accuracy of the statements made on this application. By receiving this scholarship grant, I hereby submit and consent to the jurisdiction of the Osage Nation and its courts for any action I may have, or the Osage Nation may have against me, under its terms and conditions.

I also certify I will use any funds I receive from the Mary E. Tinker Scholarship solely for eligible expenses connected with attendance at the school I am attending. I have received and read the Osage Nation Education Department Student Handbook. If requested, I will provide proof of information, including an official transcript of grades. Falsification of information may result in termination of any award granted.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Protected Records Statement

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**Please return your completed form to:**  
[scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov)





## Morris E. and Ethel Carlton Wheeler Scholarship Trust

### Applicant Information

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address/Apt. # City State Zip*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? Yes or No Graduation Date: \_\_\_\_\_

Name of Post-Secondary School: \_\_\_\_\_

School Address: \_\_\_\_\_

Semester applying for: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Degree/Certificate/Licensure Seeking:  
\_\_\_\_\_  
\_\_\_\_\_

### Application Checklist

Must meet application deadlines: **(Fall) September 15<sup>th</sup> and (Spring) February 15<sup>th</sup>**

The student is responsible for submitting all materials to the Osage Nation Education Department on time. Incomplete applications will not be processed. This application becomes complete when all of the following materials have been received:

- \_\_\_\_\_ Completed Student Application
- \_\_\_\_\_ Osage Nation Membership Card or CDIB card to verify lineal descent
- \_\_\_\_\_ Non-Osage applicants legally adopted by a court of competent jurisdiction must provide verification of adoption by an original allottee (adoption decree and birth certificates tracing the adoption back to an original allottee)
- \_\_\_\_\_ FAFSA: Student Aid Report (SAR)

- Verification of Enrollment
- Course Schedule and/or Program Plan
- Complete Transcript

**Records Release and Privacy Information**

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Name/Organization #1: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Name/Organization #2: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

**Certification**

I hereby certify that I meet eligibility requirements of the program and the information provided on this application is complete and accurate to the best of my knowledge. The Osage Nation Education Department may make all inquiries deemed necessary to verify the accuracy of the statements made on this application. By receiving this scholarship grant, I hereby submit and consent to the jurisdiction of the Osage Nation and its courts for any action I may have, or the Osage Nation may have against me, under its terms and conditions.

I also certify I will use any funds I receive from the Morris E. and Ethel Carlton Wheeler Scholarship Trust solely for eligible expenses connected with attendance at the school I am attending. I have received and read the Osage Nation Education Department Student Handbook. If requested, I will provide proof of information, including an official transcript of grades. Falsification of information may result in termination of any award granted.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Protected Records Statement**

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