
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 (7th) 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 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

Attendance Hours	Funding Period
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 (7th) 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

Phone: 918-287-5300

Physical Address: Osage Nation Education Department
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