Higher Education Program

Pueblo de Cochiti Department of Education

255 Cochiti Street

Cochiti Pueblo, NM 87072

Pueblo De Cochiti Higher Education Program Guidelines

The Pueblo de Cochiti Higher Education Program Scholarship is a supplemental award available to all eligible Pueblo de Cochiti students pursuing a college degree, undergraduate and graduate. For students to be considered for the Higher Education Program Scholarship, you must first apply for other sources of funding, including Federal Aid (Pell, SEOG, SSIG, etc.).

Eligibility Requirements for the Higher Education Scholarship

The following must be met by all applicants before being considered for a scholarship from the Pueblo de Cochiti Higher Education Program.

1. Pueblo de Cochiti Tribal Member

- Applicants must be at least ¼ or more Cochiti blood and are a verified enrolled member of Pueblo de Cochiti as determined by Tribal Council.
- First Priority will be given to enrolled Pueblo de Cochiti tribal members who have permanent residence on or near the reservation, within a 75-mile radius.
- Second Priority will be given to enrolled Pueblo de Cochiti tribal members who live outside the 75-mile radius

2. Funded Degrees

Funding will be provided for the student to complete their undergraduate (Associate and Bachelor) and graduate degrees. First time degree seekers will be prioritized.

The Higher Education Program is governed by the Pueblo de Cochiti Tribal Council and appointed members of the Higher Education Committee. The Higher Education Committee and Tribal Council have the authority to set guidelines, bi-laws, policies, and procedures. The Higher Education Committee will review and act upon all applications once completed and submitted.

Applying for the Higher Education Scholarship

Please submit the following items to be considered for the Higher Education Scholarship to the Pueblo de Cochiti Department of Education c/o Higher Education Program (see above address)

Pueblo de Cochiti Higher Education Application

Please complete the entire application and do not leave any fields blank. If you have questions about any section, contact the Education Director. Incomplete applications will not be accepted. If your address or phone number changes, notify the Education Director by email at scholarships@cochiti.org.

New Students

- Students requesting assistance from Pueblo de Cochiti for the first time.
- Students who have not applied for the PdC Higher Education Program Scholarship for two or more terms must submit all New Student Application documents, except for the CIB and high school transcripts.
- Applications must be submitted by the posted deadlines to be considered for funding.

Continuing Student

- Students who wish to be funded without interruption must complete the Continuing Student Application.
- A Continuing Student Application is required each term to confirm your participation in the program.

Documents Needed for New Students:

1. **Certificate of Indian Blood (CIB)**

   To be eligible, you must submit a Pueblo de Cochiti Certificate of Indian Blood as verification of tribal enrollment. Contact the Pueblo de Cochiti Tribal Enrollment Clerk to obtain your CIB.

2. **Statement of Privacy**

   We will not be able to fund you unless you complete this form. Federal law protects the privacy of student education records. Without a signed FERPA waiver, Pueblo de Cochiti staff will not be able to discuss the confidential information contained in your file with the entities who provide funding.

3. **High School Transcripts or GED Certificate**

   Submit an official copy of your high school transcripts or GED certificate to the Higher Education Program before the deadline.

4. **College Transcripts – if applicable**

   Students who have attended a college, university and/or vocational/technical school are required to submit an Official transcript from each previously attended institution. Transcripts will need to be submitted directly from the institution to the Pueblo de Cochiti Higher Education Program.

5. **Letter of Admission**

   Provide a copy of your admission letter from the college or university you will attend.

6. **Student Aid Report (SAI)**

   Once you complete your FAFSA, make a copy of your SAR to be submitted to the Higher Education Program.

7. **Personal Statement**

   Submit a one-page typed statement outlining your personal and professional goals, as well as any relevant information. Include your name and the date.

8. **Letter of Recommendation**

   Letters must be from your academic counselor, teacher, employer, or similar references. Letters from friends or relatives will not be accepted.

9. **Financial Needs Analysis (FNA)**

10. Each semester, complete the top portion of the Pueblo de Cochiti FNA form and have your financial aid officer complete the remainder. Grants are awarded using the information provided by your institution on the FNA form. **NOTE: You must complete the FAFSA before the school can complete the FNA. We are not able to fund you unless you complete your FAFSA and your school completes the FNA. Submit the completed FNA to the Pueblo de Cochiti Higher Education Program Office. FNAs may be mailed or scanned and emailed to scholarships@cochiti.org.

11. **Semester Class Schedule**

A class schedule must be submitted with each semester application. ***IN THE EVENT YOUR HOURS CHANGE OR YOU WITHDRAW DURING THE SEMESTER (even after you complete this application), please call our office to update your enrollment hours.*

Documents Needed for Continuing Students:

1. **Semester Grades**

Continuing students Grades will need to be submitted each semester, to determine if the student is still eligible for funding. Official grade report card will need to be submitted, to include the number of hours accomplished/completed and semester GPA.

2. **Semester Class Schedule**

A class schedule must be submitted with each semester application. . ***IN THE EVENT YOUR HOURS CHANGE OR YOU WITHDRAW DURING THE SEMESTER (even after you complete this application), please call our office to update your enrollment hours.*

3. **Financial Needs Analysis (FNA)**

Each semester, complete the top portion of the Pueblo de Cochiti FNA form and have your financial aid officer complete the remainder. Grants are awarded using the information provided by your institution on the FNA form. **NOTE: You must complete the FAFSA before the school can complete the FNA. We are not able to fund you unless you complete your FAFSA and your school completes the FNA. Submit the completed FNA to the Pueblo de

Cochiti Higher Education Program Office. FNAs may be mailed or scanned and emailed to scholarships@cochiti.org.

4. **Student Aid Report (SAR)** – Once you complete your FASFA, yearly, make a copy of your SAR to be submitted to the Higher Education Program.

Probation

The Pueblo de Cochiti Higher Education Office will place each student on a probation for the following reasons:

- Low semester GPA, below a 2.0
- Completing less than 12 credit hours

Any student being place on probation must seek tutoring services. A student placed on probation can still be funded for the following term.

Student must raise their GPA to a 2.0 or above and have completed 12 credit hours or more to be eligible for the scholarship.

Suspension

- A student on probation who does not adequately raise their GPA during their probation semester and complete 12 credit hours or more will be suspended from the Pueblo de Cochiti Higher Education Program.
- A student placed on probation for two or more terms, repeatedly, will be suspended from the Pueblo de Cochiti Higher Education Program.

Reinstatement will be based on the following:

- The suspended student must attend one (1) term on his/her own resources
- The suspended student must also successfully complete that term as a full-time student (12 credit hours or more with a GPA of 2.0 or above)

Deadlines

Please submit all required documents by the deadline dates outlined below.

Fall – Application: June 15th \ Supporting Documents closing date: August 30th

Spring – Application: November 15th \ Supporting Documents\ closing date: January 30th

Summer – Application: March 1st \ Supporting Documents\closing date: April 30th

Completed applications will be considered for funding immediately following each deadline. Applications received after the deadline date will not be considered for that term. It is the applicant's responsibility to follow-up on and/or request the items needed to complete the application packet.

Grievance

Definition**:** Dissatisfaction with one or more aspects of the Pueblo de Cochiti Higher Education Program by student(s), parent(s), community members or Tribal representative. Any of the above (or a named representative) may file a grievance. The grievant shall be free from discrimination, coercion, or reprisal. The Pueblo de Cochiti Higher Education Office shall make every effort to resolve grievances in an efficient and expeditious manner.

Valid reasons to be considered in approving appeals may include, but not limited to:

- Hardships caused by death in the immediate family
- Major student illness and other personal or family emergencies

Grievant: will make his/her dissatisfaction known, in writing, to the Higher Education Manager within ten (10) working days of the postmarked, of the disapproved award notification.

- An appeal letter will be provided by the grievant to help clarify the grievance.

Higher Education Manager: will make every effort to solve all issues at this level and provide written notification within five (5) working days upon receipt of a written request of the grievant.

- If dissatisfied with the decision of the coordinator, the appellant may appeal directly to the Higher Education Committee in writing within (10) working days after the Manager's decision is postmarked.

Higher Education Committee: The Higher Education Committee shall, within, five (5) working days upon receipt of the appeal, discuss the grievance with the grievant, Manager and other persons as deemed necessary by the Higher Education Committee.

- The Manager will provide all relevant information to the Committee for consideration.
- In addition to submitting the written request the student is encouraged to have an oral hearing before the Higher Education Committee.
- After the hearing, the committee will provide its written decision to the student within five (5) working days.

Grievance Committee: If the grievant wishes to appeal the decision of the Higher Education Committee, grievant must submit a written request to the Governor of Pueblo de Cochiti requesting review by the Governor and Grievance Committee within ten (10) working days after the decision by the Higher Education was postmarked.

The Pueblo de Cochiti Governor and the Grievance Committee will hear the appeal; a final decision will be rendered in writing within five (5) working days of the Grievance Committee's action.

Grievance Committee has the right to consider reinstatement if the student has been reinstated by the institution. **The Decision of the Grievance Committee is Final**