



ZETAC ZUNI ENGAGING TEACHERS AND COMMUNITY



ZETAC Scholarship Guidelines

The purpose of the ZETAC Scholarship Program is to provide *supplemental non-monetary* tuition, fees, books and supplies assistance to eligible ZETAC participants entering accredited post-secondary educational institutions. The Scholarship is based on eligible selection and is not considered an entitlement. Scholarship dollars are limited to funds available.

Scholarship Eligibility:

- Must be an enrolled participant by completing the ZETAC Program Participant Form.
- Must be an enrolled member of the Zuni Tribe or other Native American Tribe
- High School graduate with a cumulative GPA of **2.0** or GED recipient
- Accepted into an accredited post-secondary educational Institution.
- Must be enrolled full time at twelve+ (12) or *part-time at three to six (3-6) credits for Fall and Spring semesters, or variable credit in the Summer semester
- Pursuing a Bachelor's or Graduate degree program in the following programs:
 - Earn a BA or an MA in Early Childhood or Elementary Education with K-8 Licensure
 - Earn an AA, BA or MA in any other fields.
 - Earn a Master's Degree in Education from an accredited post-secondary educational institution.
 - Master's Degree in Educational Leadership (Must be admitted to the Ed Leadership Program)
 - And/or pursuing a TESOL and/or Bilingual Endorsement
- Must provide verification of grades from college or university
- The applicant must provide a copy of their college/university bursar account itemized billing for their tuition, books, fees, etc.,

Application Submittal:

Students must submit a scholarship application request form each academic semester and final college/university grades (Spring, Summer, Fall).

- **Deadlines for each semester (any given year)**

Spring	Summer	Fall
Dec. 1	May 1	July 15

➤ **First time applicants must submit the following documents:**

- Scholarship Request Application
- A copy of class schedule
- Degree checklist available from Advisor or online through student account with college
- Grades from prior semester (if applicable)

➤ **Continuing Applicant:**

- Renew Scholarship Request Application for Each academic semester
- Current Class Semester grades
- Schedule of classes
- Degree checklist, if degree program changes

All applicants will be notified in writing via email or standard mail on the status of their application(s).

Awarding Process

The ZETAC Scholarship Selection Committee (ZSSC) will review applications and provide a list of recommendations to the accredited college or university. The ZETAC Coordinator will be part of the ZSSC.

- Full-Time students may be awarded up to \$5,500.00 per semester.
- Part-Time students may be awarded up to \$3,500.00 per semester.

Consideration will be given to those students who are in financial need or have a bursar account on hold to continue with their courses. The financial need must be over the maximum amount of scholarship awarded. The additional amount awarded will be considered based on the student's financial need.

A Disbursement Request Form document listing will be submitted to the Pueblo of Zuni Finance Department for a check to be processed payable to the college or university. Due to the Family Educational Rights and Privacy Act (FERPA), the name of the students who are receiving the ZETAC Award will not be provided to outside programs. Once a check is processed, it will be sent to the applicable college/university so the ZETAC Scholarship award is posted to the student's bursar account.

The ZSSC will assist the ZETAC Coordinator to determine the eligibility of a student who submits a ZETAC Scholarship application. All incoming documents will be reviewed by the committee to verify the eligibility of the scholarship award to the student. A ZETAC Scholarship Application Checklist will be used to verify if all documents have been submitted. Once the documents are reviewed, recommendations will be made by the committee on which student will be awarded and the amount of the award.

The ZETAC Coordinator will provide qualified students, notification of the scholarship award no later than January 5 for Spring Semester, May 15 for Summer Semester, and August 1 for Fall Semester, contingent upon the availability of the scholarship funds.

Reimbursement for Tuition, fees, etc. From Other Colleges and Universities

The ZETAC Program allows for reimbursement of tuition, books, fees or other out of pocket charges for students who are attending a higher education institution contingent upon the availability of funds. The student must be a ZETAC participant and must meet all the required criteria as expected for the scholarship award. In order for a student to be reimbursed, the following must be completed and approved prior to the start of the semester:

- Complete a request form to be reimbursed for the fees/charges.
- Approval must be made by the ZSSC prior to expenses being incurred.
- Upon successful completion of the course(s), the participant must submit a copy of their receipts of all charges to be reimbursed.
- The student is required to submit a copy of their midterm grades as well as the final grade for the semester.

Student Responsibilities

It is the student's responsibility to:

- Complete and submit the scholarship/reimbursement request form: each academic semester by the deadlines established for each semester.
- Request his/her transcripts to be sent to ZETAC office
- Submit recent official transcripts for first time/non-consecutive applicants
- Submit final grades immediately after each semester for continuing students;
- Notify the program on change of address and/or change in student status.
- Submit a copy of the next term's schedule with the scholarship request form and any other required documentation.
- The student must maintain a GPA of 2.0 for the semester they are awarded in.

Continuance of Assistance Eligibility

Once a student has been funded, the requirements to be eligible for continuing assistance are:

- Must complete all registered courses and submit grades/class schedule.
- Attain a current term GPA as follows:
 - 2.0 or higher – Bachelors Program (Full or Part-Time Student)
 - 3.0 or higher – Graduate Program
- Register for the following semester, all courses must be in accordance to the student's program degree check list.
- Submit a copy of midterm grades/progress report.
- Submit a copy of final grades to the ZETAC Coordinator's office prior to the deadlines listed for each semester with the ZETAC Scholarship Application.

Probation

A student who does not meet the following satisfactory academic progress requirements will be placed on probation for the following term. Written notice of this probation will be sent to the student.

- Students failing to complete the specified number of credit hours
- Not maintaining the required GPA as stated in the guideline

A student placed on probation must complete all registered courses. Students will be funded provided they meet the requirements specified above. Graduate students shall be subject to the same requirements.

Suspension

A student placed on probation who fails to meet the conditions set forth during the probation period shall be suspended from further assistance. A student who is suspended must use their personal financial resources to fund and complete registered courses. Upon successful completion of the semester, a student may be eligible to re-apply for assistance.

Denials

A student who has been denied a scholarship will be notified in writing. The possible reasons for denial are:

- Student did not meet the specific application deadline.
- Student did not meet the 2.0 grade point average requirements.
- Application packet/and or other documents are incomplete.
- Academic suspension imposed by the post-secondary institution.
- Voluntarily withdraw application for dropping classes

Repayment

A student who, without justifiable circumstances, withdraws from school or is expelled before the completion of a term shall be required to pay back all awarded funds received during the term. A student will be notified in writing along with pay back agreements. No further applications will be processed for a student until he/she repays the entire amount awarded.

Submission and Contact Information

Please submit Scholarship Application to:

ZETAC Program Coordinator

Attn: Stacy Panteah

Email: stacy.panteah@ashiwi.org

For more information or if you have questions, you may contact:

Stacy Panteah @ 505-404-9861