



# DOUGLAS INDIAN ASSOCIATION

## Tribal Government

811 West 12<sup>th</sup> Street Juneau, Alaska 99801-1529  
Phone: (907) 364-2916 Fax: (907) 364-2917



*Anax Yaa Andagan Ye Sayeik*  
*Where the Sun Rays Touch First Spirit Helper*

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### College Student Assistance

The Douglas Indian Association's *College Student Assistance* (CSA) program provides financial aid to enrolled DIA Members who are attending, or plan to attend, an accredited college or university in the pursuit of an Associate degree or higher. We fund full and part-time attendees; the minimum part-time attendance is 6 credit-hours per term. Undergraduate students must maintain a 2.0 GPA or better. Graduate students must maintain a 3.0 GPA or better. Provisions are also available for students with a documented disability. Contact this office for further information.

Recognizing that the CSA program is supplemental in nature, tribal members are encouraged to take advantage of all other financial aid programs to assist with college costs. Contact your Financial Aid Office or go online to [www.fafsa.gov](http://www.fafsa.gov) to complete the *Free Application for Federal Student Aid* (FAFSA), *Financial Aid Form* (FAF), or [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov) to learn about available resources.

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### Eligibility

Funding is based on the *BIA Self Determination Scholarships for Higher Education with Douglas Indian Association*. Members who reside in, originate from and/or are enrolled with the Douglas Indian Association (DIA) are eligible to apply

Tribal members enrolled or eligible to receive services from IRA Councils or Associations within any of the following communities will be referred to that community for higher education services: Angoon (Angoon Community Association), Hoonah (Hoonah Indian Association), Hydaburg (Hydaburg Cooperative Association), Kake (Organized Village of Kake), Ketchikan (Ketchikan Indian Corporation), Klukwan (Chilkat Indian Village), Metlakatla (Metlakatla Indian Community), Petersburg (Petersburg Indian Association), Sitka (Sitka Tribe of Alaska), Skagway (Skagway Traditional Council) or Yakutat (Yakutat Tlingit Tribe). If you are unsure about your enrollment, please call this office for assistance.

**APPLICATION DEADLINE:** Received or post-marked on or before May 15 annually.

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### Processing

Application submission must contain the following documents to be considered for award:

- a) Completed *CSA* application.
- b) Completed Education Goals
- c) Completed *Family of Origin Information* form.
- d) Completed *Finance Office Vendor Setup* form.
- e) *Letter of Admission* (LOA) from your school indicating the degree program you have been accepted into.
- f) Official high school transcripts, GED scores, OR college transcripts showing an overall GPA of 2.0 or better.

Applicants are processed based on a point system (below), date of application is deemed complete and unmet financial need. An accumulation of 5-50 points is applied based on the following criteria:

- a) 30 points for enrolled DIA members currently residing in DIA's Service area.
- b) 15 points for graduation from a high school within DIA's Service area.
- c) 5 points for applicants who can trace their origin to DIA's Service area,

**COLLEGE STUDENT ASSISTANCE PROGRAM**

Name:	SSN:
School Email Address:	Personal Email:
Place of Residence:	Enrollment # <span style="float:right">Home #</span>
Permanent Mailing Address:	Cell #
School Address:	Marital Status:
Place of Birth: <span style="float:right">Date of Birth:</span>	Sex: <span style="float:right"># of Dependents</span>
High School Name or GED City/State Graduated/Earned:	Month/Year graduated HS/GED obtained
College Name	Student College ID#
Financial Aid Office Address	Is this Via Distance Ed/Internet Training YES: <span style="float:right">NO:</span>
College Term: Quarters: <span style="float:right">Tri/Semesters:</span> <span style="float:right">Block:</span>	Fulltime: <span style="float:right">Part-Time:</span>
Expected Degree Associate: <span style="float:right">Baccalaureate:</span> <span style="float:right">Masters:</span> M.D: <span style="float:right">Juris Doctorate:</span> <span style="float:right">Ph.D.:</span>	Class Standing: Freshman: <span style="float:right">Sophomore:</span> <span style="float:right">Junior:</span> Senior: <span style="float:right">Graduate:</span>
Expected Major	Expected Graduation Date:
<b>Resources for College</b> (indicate "applied" if award amount is unknown)	<b>College Expenses</b> For the Academic Year (9 months)

College Scholarship/Loan	\$	Tuition	\$
Federal Aid - Pell	\$	Fees	\$
Federal Loan	\$	Books	\$
State Grant / Loan	\$	Supplies	\$
Native/Corporate Scholarship	\$	Room	\$
Native Council (not DIA)	\$	Board	\$
Parent Contribution	\$	Transportation	\$
Student Contribution	\$	Child Care	\$
Tuition Exemption	\$	Personal Expenses	\$
Other (What)	\$	Other (What)	\$
<b>Total Resources</b>	\$	Minus Total Expenses	\$
		<b>= UNMET NEED</b>	\$

Permanent Contact: Provide the following information on an individual who does not live with you, but who knows how to contact you if you move.

Name: Address/Email: Phone:

I hereby authorize release of any and all information for financial aid and education purposes from State, Federal and Private agency records to the College Student Assistance program of Douglas Indian Association Tribe of Alaska. YES: NO:



If this form is **NOT COMPLETE**, you **WILL NOT** be considered for award

WHICH SOUTHEAST ALASKA COMMUNITY DO YOU/YOUR FAMILY ORIGINATE FROM?

PLEASE CIRCLE COMMUNITY

Douglas Alaska     Juneau, Alaska

<b>APPLICANT FIRST NAME</b>	<b>LAST NAME</b>
Maiden Name:	Tribal Enrollment #:
Place of Residence:	Tlingit:
	Haida:
Place of Birth:	Quantum:
Date of Birth:	Native Corporation:
<b>MOTHERS FIRST NAME</b>	<b>LAST NAME</b>
Maiden Name:	Tribal Enrollment #:
Place of Residence:	Tlingit:
	Haida:
Place of Birth:	Quantum:
Date of Birth:	Native Corporation:

<b>FATHERS FIRST NAME</b>	<b>LAST NAME</b>
Place of Residence:	Tribal Enrollment #
Place of Birth:	Tlingit:
	Haida:
Date of Birth:	Quantum:
	Native Corporation:

By signing this form, I verify that I am not applying for or plan to apply for higher education scholarship assistance from any other federally-funded or BIA higher education office. If I do, I understand that my application and/or file may be closed for ineligibility based on receipt of funds from another federally recognized and federally funded tribal entity (not including Native corporation grants such as Sealaska, Huna Totem, etc.)

Signature of Applicant

Date

<b>CERTIFICATION</b>	<b>FOR OFFICE USE, ONLY</b>
Eligible:	Enrollment #:
Not Enrolled but Eligible:	Note(S) Origination
Ineligible:	

Enrollment Office Signature

Date



# Douglas Indian Association Tribal Government



811 W. 12<sup>th</sup> St. Juneau, Alaska 99801  
Phone: (907) 364-2916 Fax (907) 364-2917  
Finance Department: cdewitt-dia@gci.net

## Request for Vendor Setup

This form must be completed and signed before payment is issued

Legal Name (No Abbreviations or Nicknames)	TIN (Social Security Number or EIN)
Current Mailing Address	
City, State, Zip	Telephone #
<input type="checkbox"/> Corporation <input type="checkbox"/> LLC Corporation <input type="checkbox"/> Client	<input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC Sole Proprietor or Partnership

### Certification

Under penalties of perjury, I certify that:

- 1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and
- 2) I am not subject to backup withholding because: a) I am exempt from backup withholding, or b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding because of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding and 3) I am a US person (including a US Resident Alien)

Certification instructions: You must cross out 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return

Signature

Date

### Penalties

Failure to furnish TIN: If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50.00 for each such failure unless your failure is due to a reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding: If you make a false statement with no reasonable basis that results in no backup withholding you are subject to a \$500.00 penalty.

Criminal penalty for false information: Willfully falsifying certifications or affirmations may subject you to civil and criminal penalties.

This form is used in lieu of the W9 form published by the Internal Revenue Services.



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**CLIENT APPEAL PROCESS**

Clients who have been denied services or have received a reduction of services, have the right to file a written appeal by following the Appeal Process, or who feels he/she may have been treated unfairly, has the right to file a written appeal within 10 working days.

**STEP 1 – FAMILY CASEWORKER**

An applicant may file a written appeal to the Family Caseworker to ask for reconsideration of their decision. The Family Caseworker has 10 working days after the date stamped on the appeal to respond. An applicant who is not satisfied with the decision may submit their appeal to the Tribal Administrator (Step 2) within five (5) days upon receipt of the Family Caseworker’s decision.

**STEP 2 – TRIBAL ADMINISTRATOR**

The Tribal Administrator has ten (10) working days from the date he/she receives an appeal to review documentation, make a decision and respond.

**STEP 3 – APPEALS COMMITTEE**

Decision affecting an applicant are made based on a review of program policies, procedures and required official documents.

**CLIENT’S WRITTEN APPEAL**

(Describe in detail of the decisions that were made by either steps or what services you are seeking.)

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(Use the back of this paper or use a new sheet of paper if you need more space)

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Name

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Date