
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 vocational or continuing education courses are eligible for funding of up to three (3) non-degree earning credentials in the same field of study, once within a lifetime per funding limits. For the purpose of this scholarship, vocational and 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

All enrolled members of the Osage Nation interested in pursuing a certification or licensure from a state or nationally accredited or licensed training facility are 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

Students are required to maintain a minimum 2.0 GPA or a status of good standing 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

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

Funding Levels

The Osage Nation has funded and approved the following funding for the 2026-27 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. The scholarship **will not** reimburse

students for any balance that has been satisfied by the student or outside funding sources (i.e. additional scholarships, grants, financial aid, etc.). Furthermore, students **will not** be reimbursed for any costs that have been paid prior to submitting their application for the Career Training Scholarship. Students will be required to reapply each term to continue receiving scholarship awards.

Application Process

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

If a student changes their educational plan prior to submitting an online application, they must contact ONED at scholarship@osagenation-nsn.gov to provide an update.

Applications are reviewed in the order in which they are received by the Program Coordinator. Students are directly responsible for meeting any and all application and submission deadlines.

Applications will be processed once the student has completed the following steps:

- Submitted the online application *no more* than thirty (30) calendar days *prior* to the start date of their enrolled classes
- Submitted supporting documents *within* thirty (30) calendar days from the start date of their enrolled classes

Upon submission of their application, students will be subject to the following conditions:

- Non-standard credit/clock hours will be evaluated on a case-by-case basis by the Program Coordinator
- Completed applications will be processed within fifteen (15) business days
- Requests to withdraw or cancel an application may be made at any time during the processing stage, but the request must be submitted in writing to the Scholarship Program Coordinator at scholarship@osagenation-nsn.gov from the student’s verified email address
- Failure to reapply before the completion of the required hours will result in loss of funding for the next term
- When reapplying, applications must be submitted up to and no more than thirty (30) days prior to the start date of their classes for the next term (*See table below for maximum funded hours per term*)
- When reapplying for funding, students must submit an updated transcript that shows the completion of all required hours that have been funded by the Osage Nation
- Funding for eligible flight programs will be determined by the guidelines set by the FAA in addition to the hourly requirements set by the school (*See Flight Program Funding Table below*)
- After sixty (60) days, incomplete applications will be closed, and students will be required to submit a new application if they intend to request funding

Maximum Funded Hours Per Term

Attendance Hours (Clock)	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

Attendance Hours (Credit)	Funding Period
1 – 18 hours	Term 1
19 – 36 hours	Term 2
37 – 54 hours	Term 3
55 – 72 hours	Term 4
73 – 90 hours	Term 5
91 – 108 hours	Term 6

Flight Program Funding

Flight program funding is based on FAA flight hour regulations for the specific certification being obtained in addition to the hourly requirements set by the attending institution. CTS will fund up to and no more than the minimum hours required by the school to complete a student's certification based on the maximum funding hours shown below.

Commercial Pilot Hours (Clock)	Funding Period
1 – 250	Term 1
251 – 500 hours	Term 2
501 – 750 hours	Term 3
751 – 1,000 hours	Term 4
1,001 – 1,250 hours	Term 5
1,251 – 1,500 hours	Term 6

Private Pilot Hours (Clock)	Funding Period
1 – 40	Term 1
41 – 80 hours	Term 2
81 – 160 hours	Term 3

Instrument Rating Hours (Clock)	Funding Period
1 – 90	Term 1
91 – 180	Term 2

Students who are seeking to obtain certifications outside of those listed from an eligible flight program will have their funding limitations based on the FAA regulations and guidelines for that certification in addition to the stated requirements of their school's program.

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.

To qualify and remain eligible for the living stipend, students must:

- **Be enrolled part-time in a minimum of six (6) credit hours or one hundred (100) clock hours**
- Apply for the additional funds and list their monthly expenses in their online application
- Submit a Verification of Attendance (VOA) form by the seventh (7th) day of each month the student is eligible to receive the living stipend

Living stipend funding is allocated on an individual basis and amounts may fluctuate each term according to funding availability. **The living stipend will be granted the following month after the student has been approved.** Students must upload their Verification of Attendance (VOA) form into the portal, or the attending institution must send it to the Scholarship Program email (scholarship@osagenation-nsn.gov).

The stipend will not be granted to students on probation, dropped from certification or licensure program, failed and/or withdrew from enrolled courses from the program. Students who failed and/or withdrew from enrolled courses will forfeit the living stipend for any future term.

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
- reimbursement requests for costs that have been paid either by the student or through other funding sources (i.e. additional scholarships, grants, financial aid, etc.)
- Career Training funding may not exceed eighteen (18) credit hours *or* three hundred and seventy-five (375) clock hours for any term (flight programs see below)
- Career Training funding for may not exceed thirty-six (36) credit hours *or* seven hundred and fifty (750) clock hours for any academic year (flight programs see below)
- Flight programs: Career Training funding may not exceed flight program funding terms per certification/licensure
- Students may not receive the Osage Nation Higher Education Scholarship and the Osage Nation Career Training Scholarship simultaneously

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

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:

- Vocational or continuing 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.

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:

- A completed online application
- Copy of Osage Nation membership card (verified internally)
- A completed W-9 form (from student & institution)
- An invoice or cost statement written on school letterhead that indicates:
 - Student name
 - Start and end dates for the current term
 - Incurred cost of tuition, fees, and school supplies, room and board
 - An invoice date that is on or after the student's application date up to thirty (30) days after the start date of the student's classes
- Verification of Enrollment (VOE) 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 from their last school attended showing final grades and term GPA indicating good standing
 - If applicable, the last term indicated will be the most recent term the student received an Osage scholarship
 - If the student has not completed any college or career tech hours since high school, they must include a copy of their final high school transcript or GED test scores.

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.

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. The living stipend will be granted the following month, after the student has been approved.

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 attendance must be submitted by the seventh (7th) day of each month of attendance. Students who do not submit the verification of attendance 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 fifteen (15) 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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P.O. Box 250
Hominy, OK 74035