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## JOHN L. RUBEL SCHOLARSHIP

The John L. Rubel Scholarship is awarded to six (6) Osage students per year. Students must be attending Oklahoma State University-Institute of Technology in Okmulgee, Oklahoma or Tri-County Technology Center in Bartlesville, Oklahoma.

### Eligibility

All enrolled members of the Osage Nation interested in pursuing certification, licensure, or degree from OSU-Institute of Technology or Tri-County Technology Center full-time are eligible to apply for the Rubel Scholarship.

Rubel Scholarship applicants must submit an initial application to ONED each term to receive further funding disbursements.

Students are encouraged to apply for the Free Application for Federal Student Aid (FASFA), the Bureau of Indian Affairs (BIA) grant, other grants and scholarships available.

### Academic Requirements

The ONED requires students receiving the John L. Rubel Scholarship to have at least a 3.0 GPA for the scholarship award. 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

The John L. Rubel Scholarship is not renewed each term. Applicants must apply each academic term as if it was his/her first time. If a student fails or withdraws from class(es) but maintains at least a 3.0 GPA and full-time status, that student is still eligible to apply for the scholarship the following term. If a student fails or withdraws from class(es) and drops below the full-time status, that student will not be eligible to apply for the scholarship the following term.

### Hardship Waiver

Hardship Waivers are not available to John L. Rubel Scholarship recipients because the scholarship is not renewable (please see Withdrawal and Failed Classes section).

### Funding Levels

The John L. Rubel Scholarship is awarded in the amount of \$820.00 each for the fall and spring academic terms and is not awarded for summer sessions.

### Funding Limitations

The Osage Nation will award three (3) Rubel Scholarships each term. In order to qualify, students must be full-time and be enrolled at either OSU-Institute of Technology or a program that is no less than 220

clock hours at Tri-Country Technology Center and have a minimum 3.0 GPA to receive scholarship funding.

The Rubel Scholarship is not available for summer sessions.

High school students, concurrently enrolled, are not eligible for the award.

The Rubel Scholarship amount may change from one academic year to the next due to budget limitations.

### Allowable Expenses

Funding from the Rubel Scholarship may only be used for costs directly related to attending courses including but not limited to tuition, fees and books.

**Tuition** is the amount the student must pay per credit or clock hour in order to maintain enrollment; this amount varies depending on the institution.

**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 tuition bill per student.

**Books** include any textbook, manual, or required readings compiled by the instructor to successfully complete the course(s).

### Application Requirements

Applications are not considered complete until all required and requested documents have been submitted to ONED:

- A completed application
- Copy of Osage Nation membership card (verified internally)
- Verification of enrollment signed or stamped by the Registrar's Office
- A copy of the student's course schedule and/or program plan with clock hours
- 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 deadline to apply for the fall and spring terms are **September 15<sup>th</sup> and February 15<sup>th</sup> of each academic year**. Scholarship applications are available on the Osage Nation website at: <https://www.osagenation-nsn.gov/what-we-do/education-department/higher-education-scholarship> and must be received by the deadline date. (See Attachment D)

If a student changes his/her educational plan prior to submitting an application, he/she must contact ONED at [scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov) to provide an update.

Applications will be processed according to the following:

- Complete application and supporting documents must be submitted prior to the deadline date
- Applications will be reviewed in the order they are completed
- Completed applications will be processed within twenty (20) business days of the deadline date

## Payment

Rubel Scholarships are disbursed in two equal installments in the fall and spring.

A letter and check for each student will be mailed and made payable to the student's school. The letter 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.

After payment has been made to the school, the file is closed and no additional documents will be accepted for the current term.

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.

Rubel Scholarships will only be funded in U.S. dollars.

If a student's funding has not been received by the school, 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.

## 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 John L Rubel 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 award 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](mailto:scholarship@osagenation-nsn.gov)

**Phone:** 918-287-5300

**Physical Address:** Osage Nation Education Department  
102 Buffalo Avenue  
P.O. Box 250  
Hominy, OK 74035



# John L. Rubel Scholarship

## Applicant Information

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address/Apt. # City State Zip*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? Yes or No Graduation Date: \_\_\_\_\_

**Please circle the school you are enrolled in:**

**Oklahoma State University Institute of Technology / Tri-County Technology Center**

School Address: \_\_\_\_\_

Semester applying for: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Degree/Certificate/Licensure Seeking:  
\_\_\_\_\_  
\_\_\_\_\_

## Application Checklist

Must meet application deadlines: **(Fall) September 15<sup>th</sup> and (Spring) February 15<sup>th</sup>**

The student is responsible for submitting all materials to the Osage Nation Education Department on time. Incomplete applications will not be processed. This application becomes complete when all of the following materials have been received:

- \_\_\_\_\_ Completed Student Application
- \_\_\_\_\_ Osage Nation Membership Card
- \_\_\_\_\_ Verification of Enrollment
- \_\_\_\_\_ Course Schedule and/or Program Plan
- \_\_\_\_\_ Complete Transcript

## Records Release and Privacy Information

Your application and supporting documents are used by the Osage Nation Education Department in the management of this scholarship program. Please indicate below if you authorize the release of your records to anyone other than you.

I authorize the Osage Nation Education Department to release my data including application information and academic records to the individuals or organizations named below:

Name/Organization #1: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Name/Organization #2: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

## Certification

I hereby certify that I meet eligibility requirements of the program and the information provided on this application is complete and accurate to the best of my knowledge. The Osage Nation Education Department may make all inquiries deemed necessary to verify the accuracy of the statements made on this application. By receiving this scholarship grant, I hereby submit and consent to the jurisdiction of the Osage Nation and its courts for any action I may have, or the Osage Nation may have against me, under its terms and conditions.

I also certify I will use any funds I receive from the John L. Rubel Scholarship solely for eligible expenses connected with attendance at the school I am attending. I have received and read the Osage Nation Policies and Procedures Student Handbook. If requested, I will provide proof of information, including an official transcript of grades. Falsification of information may result in termination of any award granted.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Protected Records Statement

The information on this application and any supporting documentation attached is collected pursuant to the Osage Nation Open Records Act and has Protected Record status. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the requestor uses the information to perform assigned duties as an employee of the Osage Nation. Others who may request the information are Osage Nation Departments/Programs with which you are receiving or requesting services or the Office of the Osage Nation Attorney General to detect and eliminate fraud.

**Please return your completed form to:**  
[scholarship@osagenation-nsn.gov](mailto:scholarship@osagenation-nsn.gov)