
MORRIS E. & ETHEL CARLTON WHEELER SCHOLARSHIP TRUST

The Morris E. and Ethel Carlton Wheeler Scholarship Trust is awarded to fourteen (14) Osage students per year. Students must be enrolled full-time in a post-secondary education institution including vocational schools that provide post high school studies or training including but not limited to graduate and post-graduate studies.

Eligibility

All descendants and adopted children (Indian or Non-Indian, legally adopted by a court of competent jurisdiction) of Osage original allottees interested in furthering their education are eligible to apply for Wheeler Scholarships within applicable guidelines for funding.

Wheeler Scholarship students must submit an initial application to ONED each term to receive further funding disbursements.

Students are encouraged to apply for the Bureau of Indian Affairs (BIA) grant, other grants and scholarships available to them.

Academic Requirements

The ONED requires students receiving the Morris E. and Ethel Carlton Wheeler Scholarship to have at least a 2.0 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
 $(X / 100) * 4 = \text{GPA}$

For example:

90% + 80% + 75% + 90% + 80%

415 / 5 = 83

$(83 / 100) * 4 = 3.32 \text{ GPA}$

Withdrawal and Failed Classes

The Wheeler 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 2.0 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

A hardship is defined as an event that prevents a student from completing the hours in the term for which he/she has been awarded scholarship funding. Examples of hardships may include but are not limited to an unexpected surgery, complications associated with pregnancy or an accident with a major injury. In order to remain eligible for the Morris E. & Carlton Wheeler Scholarship, students must request a Hardship Waiver and submit documentation in a timely manner verifying hardship circumstances. The ONED shall, within thirty (30) calendar days from the date of receipt of the Hardship Form, 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 which 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

Funding Levels

The Morris E. and Ethel Carlton Wheeler Scholarship is awarded in the amount of \$206.00 each for the fall and spring academic terms and is not awarded for summer sessions.

Funding Limitations

The Osage Nation will award seven (7) Wheeler Scholarships each term. In order to qualify, students must be full-time and have a minimum 2.0 GPA to receive scholarship funding.

Students must be enrolled in a minimum of twelve (12) credit hours to qualify for the scholarship.

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

The Wheeler Scholarship is not available for summer sessions.

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

Students applying for the Morris E. and Ethel Carlton Wheeler Scholarship must provide verification of financial need as evidenced by the Free Application for Federal Student Aid (FAFSA).

Allowable Expenses

The Wheeler Scholarship may only be used for costs directly related to tuition and books as defined within the trust.

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.

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 or CDIB card to verify lineal descent from an Osage original allottee
- Non-Osage applicants legally adopted by a court of competent jurisdiction must provide verification of adoption by an original allottee (adoption decree and birth certificates tracing that adoption back to an original allottee)
- Verification of enrollment signed or stamped by the Registrar's Office
- Information verifying the student's Free Application for Federal Student Aid (FAFSA)
- A copy of the student's course schedule with credit hour 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 15th and February 15th 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 H)

If a student changes his/her educational plan prior to submitting an application, he/she must contact ONED at 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

Wheeler 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.

Wheeler 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 Wheeler 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.

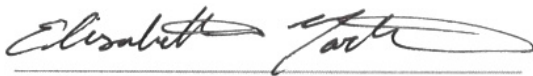
Contact Information

Email: scholarship@osagenation-nsn.gov

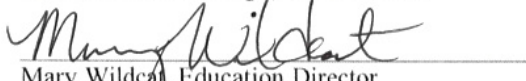
Phone: 918-287-5300

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

Approved; Revised



Elisabeth Martin, Program Coordinator



Mary Wildcat, Education Director



Vann Bighorse, Secretary of Education



Morris E. and Ethel Carlton Wheeler Scholarship Trust

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: _____

Name of Post-Secondary School: _____

School Address: _____

Semester applying for: Fall _____ Spring _____

Degree/Certificate/Licensure Seeking:

Application Checklist

Must meet application deadlines: **(Fall) September 15th** and **(Spring) February 15th**

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 or CDIB card to verify lineal descent
- _____ Non-Osage applicants legally adopted by a court of competent jurisdiction must provide verification of adoption by an original allottee (adoption decree and birth certificates tracing the adoption back to an original allottee)
- _____ FAFSA: Student Aid Report (SAR)

- _____ 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 Morris E. and Ethel Carlton Wheeler Scholarship Trust solely for eligible expenses connected with attendance at the school I am attending. I have received and read the Osage Nation Education Department 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