



Santa Clara Pueblo
 Department of Youth and Learning Scholarship Guidelines
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Scholarship Overview

The Santa Clara Pueblo Department of Youth and Learning (DYL) Scholarship seeks to provide financial assistance to each enrolled tribal member of Santa Clara Pueblo who is pursuing a certificate, undergraduate college degree (for example, A.A., B.A., or B.S.), or graduate degree (for example, an M.A., J.D., or Ph.D) through an accredited institution.

The scholarship is awarded once in the fall and once in the spring. The deadlines to complete the application process are:

- Fall: July 30
- Spring: December 30

Anticipated Funding Amounts*

	Full-time students (4 or more classes; 12 or more credit hours)**	Part-time students (per 1 class; per 3 credit hours); up to 3 classes
Undergraduate Freshman & Sophomores (0-60 credit hours)	\$1,000 per semester	\$250 per class, per semester
Undergraduate Junior and Seniors (61-120+ credit hours)	\$2,000 per semester	\$500
Graduate	\$2,500 per semester	\$625

*Contingent upon funding availability

**Full-time equivalent may be determined at the discretion of DYL Director

Eligibility Requirements

- Must be an enrolled and verified member of Santa Clara Pueblo Tribe
- Must be actively pursuing a certificate or higher education degree at an accredited institution
- Must maintain a minimum grade point average (GPA)
 - For *undergraduate students*: 2.5 GPA
 - For *graduate students*: 3.0 GPA
- Must submit a completed application to DYL on or before the respective deadline date *each semester*. This application will require:
 - A copy of updated tribal ID¹
 - Your initial acceptance letter followed by proof of enrollment in your program each semester
 - A copy of your official transcript from previous institution in the application
 - A copy of anticipated course schedule

Important: You must resubmit a new application and official transcript *each semester* to continue receiving your scholarship.

¹ For assistance with obtaining a new tribal ID, please call Vital Statistics at (505) 692-6325.

Timeline for Award Process

- **Application Submission Period**

The scholarship application is open during the following dates for each semester:

- Fall application - Opens January 1; Closes July 30
- Spring application - Opens August 1; Closes December 30

- **Notification of Decision**

Once the application has been submitted *and* confirmed as complete, DYL will notify applicants of decisions within 45 days.

Additional Information

The Santa Clara Pueblo Department of Youth and Learning (DYL) Scholarship is meant to *supplement* other sources of financial aid. All scholarship applicants should complete the Free Application for Federal Student Aid (FAFSA) and apply for other sources of financial aid, such as Pell Grants, Federal Supplemental Education Opportunity Grants (FSEOG), State Student Incentive Grants (SSIG), the State of New Mexico Legislative Lottery Scholarship, and veteran benefits. The scholarship will *not* be based on a financial needs analysis form.

The DYL recommends that every student schedule a meeting with an Academic and Financial Adviser at your respective educational institution each academic semester.

The scholarship program provides funding assistance in the fall and spring only, regardless of the applicant's school calendar (for example, quarters or trimesters). At the beginning of *each* academic semester, the student is responsible for submitting the following items:

- Continuing Application
- Official Grades/Transcripts from previous academic term (within 21 days of the end of the term)
 - This could be your high school or college/university
- New schedule of classes for next term (for example, semester, quarter, or trimester)

If a student has a break of one or more semesters, then a complete new application must be submitted and approved for the awarding of a scholarship.

The Santa Clara Pueblo DYL has the authority to set guidelines, policies, procedures, and deadlines, and review and act upon all scholarship applications.

Withdrawals & Repayments

Students should *not* withdraw from school except for the most urgent reasons and only after the Santa Clara Pueblo DYL has been notified in writing and consulted about any problems.

Adding and dropping classes while increasing or maintaining the same number of credits does not require notification of the Santa Clara Pueblo DYL. The addition of classes after an award has been determined will not result in an increase of award.

A student who withdraws from one or more classes (below the number of credit hours funded) without prior approval from Santa Clara Pueblo DYL must reimburse the Tribe the dollar amount of that class. If the amount is not paid in full, the student will not be eligible for future funding and will be suspended from the scholarship program.

Suspension from College or University

A student suspended from the institution he/she attends will *not* receive any financial assistance from the Santa Clara Pueblo DYL during the term of suspension, as well as for the following term. A student may reapply and be reinstated after suspension is lifted at the institute of attendance. The student may be required to reimburse the Tribe if the funds were awarded at the beginning of the term of suspension. The decision will be at the discretion of the DYL Director.

Scholarship Probation, Suspension, & Reinstatement

A student must maintain the following minimum GPA in order to be in good standing:

- Undergraduate: 2.5 GPA
- Graduate: 3.0 GPA

If this GPA is not met during the funded period, the student will be placed on *scholarship probation*. The student will receive notification of probation in writing from the Santa Clara Pueblo DYL. In order to lift the probation and receive continued funding, the student must maintain the applicable minimum GPA for the following semester.

However, if a student who is currently on probation receives less than the required minimum GPA the following semester, he/she will be placed on *scholarship suspension*, meaning that funds from the Santa Clara Pueblo DYL will cease. The student will receive notification of suspension in writing from the Santa Clara Pueblo DYL. In order to lift the suspension, the student will need to attend school the following semester without Tribal assistance and must maintain the stated minimum GPA. Once the student earns the minimum GPA for one semester, he/she will be placed back on scholarship probation until they have earned the minimum *cumulative (or overall)* GPA and will be reinstated as in good standing.

As mentioned above, a student may also be suspended from the scholarship program if he/she withdraws from one or more classes without prior approval and does not reimburse the Tribe for the dollar amount of that class as well as for books.

Hearing & Appeals

If a student is denied for a scholarship by the Santa Clara Pueblo DYL they may request a review of the decision by following these steps:

1. The student must write to the DYL Director regarding the decision within seven (7) working days after the decision was postmarked to the student. The student must have new or additional information that will reflect the reconsideration of the scholarship award.
2. The student may present this new information to the DYL Office Manager. The Office Manager will inform the DYL Director of the new information and a date will be set to review the new and additional information in order to reconsider the decision.
3. This review must happen within ten (10) working days after the DYL has received the student's submission of new information.

The Santa Clara Pueblo DYL will review the new additional information and make a decision. The decision of the DYL Director will be final.