



Higher Education Program
Allegany Territory
PO Box 231, 3667 Administration Dr
Salamanca, NY 14779
Ph: 716-945-1790 Fax: 716-945-7170
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Higher Education Program
Cattaraugus Territory
2016 Hënödeyësta Dr. Suite 2 Irving,
NY 14081
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Seneca Nation Higher Education Scholarship Policy

DEADLINES: Fall-July 15 Winter-November 1 Spring-December 31 Summer-May 20

All required documents must be submitted no later than 60 days after above deadlines.

Students please note:

- ✓ Only complete applications, with all required documents submitted by deadline, will be processed.
 - ✓ The payment process may take up to four weeks.
 - ✓ Falsification of records and reports by student applicants and/or funding recipient will cause your funding to be denied by the Seneca Nation Higher Education Program (SNHEP).
 - ✓ SNHEP is a secondary source of funding. Applicants are required to apply to all relevant funding sources outlined in section II: Mandatory Requirements.
 - ✓ SNHEP will provide scholarship funding for a maximum of two (2) Baccalaureate Degrees.
 - ✓ SNHEP will not provide funding for Continuing Education or Professional Development courses.
 - ✓ SNHEP will not provide scholarship funding for Student Health Insurance or late fees.
 - ✓ It is the Student's RESPONSIBILITY to request a waiver of late fees and deferments through your college's student accounts office.
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I. ELIGIBILITY

- A. Applicant must be an enrolled member of the Seneca Nation.
- B. Applicant must comply with all rules/policies that accompany funding sources (FAFSA, TAP, NYSIA).
- C. Applicant must be matriculated or enrolled as one of the following:
 - Associates/Bachelors/Masters/Doctorate applicants: matriculated in a degree granting program at an accredited higher education institute.
 - Vocational/Technical applicants: enrolled in a Certificate granting program at an accredited institute.
 - High School Student: enrolled in college level classes for credit as a high school student.

II. MANDATORY REQUIREMENTS

- A. All students must apply for funding from the sources listed in this section. **Failure to apply by the required deadlines will potentially result in SNHEP funding being denied.**
 - 1. SNHEP application and must be postmarked by the following Semester deadlines:
FALL – **July 15th** / WINTER-**November 1st** / SPRING – **December 31st** / SUMMER-**May 20th**
 - 2. Free Application for Federal Student Aid Form (FAFSA) at www.fafsa.ed.gov
Submit email confirmation as proof of applying. (Does not apply to Graduate students)
 - 3. NYS Tuition Assistance Program (TAP): NYS residents only. Application at www.hesc.ny.gov
Submit email confirmation as proof of applying. (Does not apply to Graduate students)
 - 4. Part-time students attending within NYS must complete the Aid for Part-Time Study (APTS) application. Contact your college for the application and deadline.
 - 5. NYS Indian Aid (NYSIA): NYS residents only. Must apply online via website: <https://eservices.nysed.gov/facilities/public/nysia/new/student#/> by the deadline. FALL: July 15 * SPRING: December 31 * SUMMER: May 20. The student must request an award letter via email from NYSIA and submit to SNHEP. (Does not apply to Graduate students)
 - 6. Students residing outside of NYS are required to apply for their respective state grants.
 - B. Must be in compliance with each financial funding source's regulations and submit a copy of their award or denial letter or a copy of your PELL, TAP, NYSIA, APTS application.
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- C. Send updated transcripts or grade reports and proof of registration to SNHEP at the end of each term.
- D. Keep copies of all applications and be able to provide them upon request.
- E. Notify SNHEP in writing of a change in the number of credit hours within ten (10) working days of the change. If a change in credit hours generates an overpayment, the student **MUST** repay these funds to SNHEP or risk becoming ineligible for future funding. Failure to report changes will result in possible termination of future funding. Refer to “Section V. Withdrawal” for full details.
- F. All students are required to submit a copy of their diploma after completing their degree program to ensure future funding and attendance at graduation banquet.

III. FUNDING ALLOCATIONS

Amounts are based on:

- The availability of scholarship funds.
- **Funding Status Level:** status of permanent residency (proof of address may be required)
- **Unmet Need:** the financial need beyond allowable funding allocations as stated below regarding tuition, fees, room and board per policy restriction. (See section IV.)

Funding Status Levels for Undergraduate and Graduate Students:

Level 1 - Students with permanent residence on territory.

Level 2 - Students with permanent residence within New York State or the counties of Warren, McKean and Erie in Pennsylvania.

Level 3 - Students with permanent residence outside New York State.

IV. AWARDS

Awards are based on allowable expenses, minus resources. Tuition and Fees will be verified each term by the student's account activity report and if necessary, the student's school financial aid office. **Unspent scholarship monies (overpayment created by additional outside funding) must be returned to the Higher Education Program.**

A. Base Award:

1. This award is to be applied to Tuition, Allowable Fees, Room & Board ONLY.
2. The **maximum** Base Award amount is per academic year. Quarter/term will be prorated accordingly:
 - Level 1: up to \$20,000
 - Level 2: up to \$17,000
 - Level 3: up to \$15,000

B. Room & Board Eligibility:

1. Must be enrolled full-time.
2. Double occupancy or larger only (triples, quads...) based on housing options per degree year of student (freshman, sophomore, etc.) Any cost that exceeds double occupancy rate will be reviewed and approved by Education Director.
3. Off-campus housing for full-time students only (conditional)
 - Rental payment will be made only with copy of rental/lease agreement and W9 per semester; not to exceed the standard double occupancy cost of on-campus housing per year of student. Any cost exceeding double occupancy rate will be reviewed and approved by Education Director.
 - Choice of: Campus meal plan coverage OR transportation allowance.
 - Pro-rated reimbursement payable to SNHEP of rental should student withdraw from college. (Sec. V.)
4. Meal plans are only for full-time students with housing. Commuters are not eligible.

C. Unmet Need Award:

1. This award is to be applied to Tuition, Allowable Fees, Room & Board ONLY.
2. The awarded amount is based on availability of funding and Funding Status Level.
 - Level 1: 100% of unmet need awarded
 - Level 2: 50% of unmet need awarded
 - Level 3: Ineligible

D. Additional Awards: The following 7 awards are available to all **eligible** students regardless of Funding Status Level. Full-time= Undergrad: 12+ credit hours, Graduate = 9+ credit hours or as designated by institution.

1. **Books**:
 - a. Full-time student limit of \$800 per semester/term
 - b. Part-time rate of \$200 per three (3) credit hours. (\$66.67/cr hr)
 - c. Book bundle fees will be deducted from award.
2. **Transportation: IN-PERSON COMMUTERS ONLY**
 - a. Full-time student limit of \$700 semester/term
 - b. Part-time student limit of \$175 per three (3) credit hours. (\$58.33/cr hr)
3. **Supplies**:
 - a. Full-time student limit of \$500 semester/term
 - b. Part-time student limit of \$125 per three (3) credit hours. (\$41.66/cr hr)
4. **Technology**: This is a reimbursement for technology. Students may use this allowance 1 time every 5 years with a limit of \$1,500. See section XIII. Reimbursements, for full details.
5. **Equipment/Tools**: This is a reimbursement. If you're in a program that requires equipment and tools to use as part of your training, you must submit a copy of the items needed. Students may use this allowance ONCE with a limit of \$1500. See section XIII. Reimbursements, for full details.
6. **License/Certificate**: Based on program of study (1x per student, not for renewals)
7. **Childcare**: Full-time: \$750/semester; Part-time: \$375/semester; Quarter/Term: prorated accordingly. See Section XII. Childcare Award Policy for full details.

V. WITHDRAWAL

If a student drops or withdraws from a class; or a student withdraws from school altogether, **the student must notify the SNI-HEP in writing (email) within 10 working days of drop or withdrawal**. If scholarship payments and/or reimbursements have already been issued, the student must repay - or make arrangements to repay - the SNHEP. If the student fails to repay the funds, they will potentially forfeit future eligibility for SNHEP funding.

- A. Withdrawal from College: The student is responsible for repayment of ALL SNHEP funds received, unless an agreement is reached with the HEP Committee to adjust funding for the next term.
- B. Drop or Withdrawal from Class(es):

Full-time students: If, after dropping or withdrawing from a class, the student still has 12+ credits (full-time), the award remains the same and no repayment is required. If dropping or withdrawing from a class reduces enrollment from full-time to part-time, the student must notify SNHEP in writing within 10 working days and will be responsible for repayment to SNHEP.

Part-time students: After submitting the required written notice, SNHEP will recalculate the award and notify the student of any repayment amount.

VI. OVERFUNDING

Students who are OVERFUNDED based on account summary (receive additional financial aid after our payment has been applied, i.e. NYSIA, PELL, TAP) will be required to repay these funds to SNHEP. This includes Full and Part-time students. Eligibility for future SNHEP funding may be terminated if:

- A. Full repayment is not received within 6 months, or
- B. An adjustment to his/her next funding cycle is not arranged with SNHEP within 10 working days of receipt of notice of overfunding.

VII. REPAYMENT

If a repayment of scholarships should become necessary due to a withdrawal from school and/or a class(es); the HEP committee will determine how billing or repayment of said scholarships are to be enforced (with the exclusion of annuity payments).

VIII. ACADEMIC PROBATION/DENIAL

A student with a term GPA below 2.0 will be placed on Academic Probation for the term in which they are applying, but they will remain eligible for funding during that probationary term. If a student again earns below 2.0 while on probation, funding will be denied for the next term they apply for. Funding may be reinstated once the student provides proof of a term GPA above 2.0 while enrolled in a course load equivalent to the previously funded semester. Each student is allowed only one (1) Academic Probation per degree.

IX. ELIGIBILITY RESTORATION/APPEAL

Restoration of Eligibility may be returned as related to personal hardship only through formal action.

Process for Restoration

1. The student must submit a written request for a review of eligibility to the Higher Education Coordinator.
2. The HEP Committee will review the request and render a decision within 10 business days.

X. STUDENT FORGIVENESS

- A. Students who have been out of school for five or more years are required to reach out to the Higher Education Program Coordinator for a file review before eligibility for funding can be reinstated.
- B. Students may be eligible to retake a course with prior approval. Students will not receive book award for a repeat course.

XI. ONLINE PROGRAMS

All requirements of the Degree Program are applicable to funding for online degree programs, except the student is not eligible for transportation and childcare expenses.

XII. CHILDCARE ALLOWANCE

This is provided for full and part-time students to assist with the payment of childcare over the course of a semester. This allowance is to provide assistance where other types of assistance are not being utilized, such as a block grant, Training & Employment Resource Center (TERC), other State assistance. Payment is made at the beginning of the semester. Participation in other resources of childcare assistance is subject to verification by SNHEP. Proof of childcare enrollment is required. Receipt submitted must be on daycare letterhead/invoice. Can not be in receipt of block grant.

Max Allowance: Full-time = \$750/semester; Part-time = \$375/semester (Quarter/Term Students are pro-rated)

XIII. REIMBURSEMENTS

The purchase of Technology, Equipment and Tools is the responsibility of the student. Allow up to 30 days for processing of reimbursement. Students will receive written notification of approval/disapproval for this allowance. Duplication of services by other resources is not permitted and is subject to verification by SNHEP. SNI will not be responsible for replacing lost/stolen/broken items. **Students who withdraw are required to reimburse SNHEP in accordance with section V. Withdrawal for the amount reimbursed under this allowance.**

Technology Allowance

Max Reimbursement: \$1,500. May only be used 1 time per student every 5 years.

What's needed: 1) Copy of original receipts 2) Complete the appropriate reimbursement section on the application or submit the request separately at a later date.

Allowable Items:

- ✓ Desktop computer
- ✓ Microsoft Office software
- ✓ Cables to connect the printer
- ✓ Laptop
- ✓ Printer

Items not covered:

- ✓ Internet subscriptions
- ✓ Additional warranties or securities
- ✓ Other electronic devices such as iPad
- ✓ Ink cartridges (covered under Supplies)
- ✓ Carry case

Equipment and Tools Allowance

Max Reimbursement: \$1,500. May only be used ONCE per student

What's needed: 1) Copy of list given to student by the school 2) Copy of original receipts 3) Complete the appropriate reimbursement section on the application or submit the request separately at a later date.

Allowable Items:

- ✓ Tools
- ✓ Safety glasses
- ✓ Equipment (must submit list given to students by school)
- ✓ Specific shoes
- ✓ Specific uniform

Items not covered:

- ✓ Business attire
- ✓ Optional tools/equipment
- ✓ Items not on the required list

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Application Requirements Checklist & Acknowledgement

Students must submit the following items. Please check the items that you are submitting with your application.
All items must be turned in within 60 days of the SNHEP application deadline.

Student Name: (Print) _____

STUDENT	ALL APPLICANTS – Including “New Applicants”	OFFICE	DATE
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	FAFSA (PELL) Submission Confirmation Page (undergraduates only)		
	State Aid (HESC/TAP) Submission Confirmation Page (undergraduates only)		
	Account Summary Statement listing all charges/credits for current & previous term		
	NYS Indian Aid Award Letter (NYS undergrad residents only)		
	Class Schedule - listing courses and credit hours for the semester		
	Transcripts from the last term funded by SNI (not applicable to first-time applicants)		
	Technology Reimbursement only: copy of original receipt		
	Equipment/Tools Reimbursement only: Copy of receipt & required items list from school		

STUDENT	“NEW APPLICANTS” ONLY (must also submit items listed above)	OFFICE	DATE
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Official Enrollment Certificate (a copy can be obtained from the SNI Clerks office)		
	Copy of HS Diploma or High School Equivalency (HSE) formerly known as GED		
	College Transcript(s) (if applicable)		
	Personal Letter of Educational Goals		
	Letter of Reference (not a relative)		
	Letter of Acceptance College/ Vocational/ Technical Training Program		

I have read the Seneca Nation Higher Education Scholarship Policy (revision approved by Tribal Council January 10, 2026). I understand the contents of the policy and do hereby agree to abide by all the terms listed.

By signing below, I understand that my application will be considered incomplete & will not be processed if any of the documents required above are not submitted with this application within 60 days of the posted deadline. I also understand that it is my responsibility to make sure the above items are received in the SNHEP office in a timely manner to secure student course selection and housing placement.

I hereby certify the information on this form is true and correct to the best of my knowledge.

STUDENT SIGNATURE: _____ DATE: _____

SENECA NATION HIGHER EDUCATION SCHOLARSHIP APPLICATION

Name: _____ Tribal Roll #: _____
Maiden/Former Names: _____
Date of Birth: _____ Student ID #: _____
Parent/Guardian Name(s): _____
Permanent Residential Address (on student bill): _____
Mailing Address (if different from above): _____
Home Phone: _____ Cell Phone: _____ Text capable? Y N
Email Address: _____
Have you previously been funded by SNHEP? Yes No If Yes, when was last semester/year? _____

University/College or Voc/Tech School: _____
Institution Address: _____
Semesters/Year applying for: Fall 20 Winter 20 Spring 20 Summer 20
(Select all that apply)
Student Status: (Full-time: Undergraduate 12+ credits, Graduates 9+ credits. Part-time is less than posted)
Full-Time Part-Time
I am submitting paperwork for: (Select all that apply)
Computer Technology Reimbursement Equipment/Tools Reimbursement Neither

MATRICULATED COLLEGE APPLICANTS:

Degree Type: AA AS BA BS MA MS Other _____
Level: Freshman Sophomore Junior Senior Masters Doctorate
Major: _____ Minor/Concentration: _____
Housing Plan: Campus Approved Housing (Select this option if you are full-time, living in double occupancy or higher living quarters)
Off-Campus or Commuter
Anticipated Graduation Date: _____

VOCATIONAL/TECHNICAL PROGRAM APPLICANTS:

Program of Study: _____ Licensure required upon completion? Y N
Number of Hours taking per week: _____ Anticipated Completion Date: _____

CHILDCARE ALLOWANCE APPLICANTS:

I have a need for and qualify for the Childcare Allowance.

I certify that I am not utilizing other resources such as childcare block grant, Training & Employment Resource Center (TERC) or other State assistance to provide payment of childcare during my attendance. By signing below, I am providing a release of information to verify my participation in other resources to avoid duplication of services by the SNHEP.

Student Signature: _____ Date: _____

STUDENTS REQUESTING REIMBURSEMENT

See Section XII. Reimbursement for full policy details including allowable items. If you have not purchased these items yet but need to submit your scholarship application, leave this section blank. You can submit it for reimbursement at a later date.

Technology Reimbursement:

State the purpose for the request for the computer allowance: _____

I acknowledge that the Seneca Nation is not responsible for replacing lost/broken/stolen items and that I am responsible for any repairs and maintenance to my computer. I understand it may take up to 30 days to receive this reimbursement. I also understand that it is policy that if I withdraw, I will be required to return this reimbursement to SNHEP.

Student Signature: _____ Date: _____

Equipment/Tools Reimbursement:

****Submit a copy of the items needed by the Program along with copies of the original receipts****

I acknowledge that the Seneca Nation is not responsible for replacing lost/broken/stolen items. I understand it may take up to 30 days to receive this reimbursement. I also understand that it is policy that if I withdraw, I will be required to return this reimbursement to SNHEP. I attest that I have NOT received reimbursement for equipment/tools previously.

Student Signature: _____ Date: _____

PRIVACY ACT/PAPERWORK REDUCTION ACT

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974). Although furnishing personal information to this office is voluntary, failure to supply complete and accurate information may preclude the applicant from eligibility for assistance under this program.

This information is being collected to determine the eligibility of individuals applying for services. This information will be used to produce statistical records required of this office of Indian Education Programs. Response to this request is required to obtain a benefit.

I hereby certify the information on this form is true and correct to the best of my knowledge and consent to the release of this information to necessary agencies to complete my financial aid package. I request that any BIA SNI grant awarded to me be mailed to the financial aid office of the institution I am attending. I will provide a copy of my grades or transcript to the BIA/SNI Higher Education Office at the end of each term.

STUDENT SIGNATURE: _____ DATE: _____

AUTHORIZATION TO RELEASE INFORMATION

In the United States, the Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of Student educational records. Therefore, the SNHEP cannot release personally identifiable information without prior written consent. A parent does not have the automatic right to view or access the student records of his or her child unless that child is a dependent less than 18 years of age. Students may grant a third-party (i.e., parent, spouse, friend, organization, etc.) access to their student records by completing this section.

I, _____ (print full name), authorize the Seneca Nation Higher Education Program to release my information, including but not limited to; Financial Aid information, Award amounts, status of application, class schedules, grades, FAFSA/SAR – to the following individual(s) or organization(s):

Name (First, M.I., Last)	Relationship to Student	Phone #:

If you no longer wish for the listed individual(s) or organization(s) to have access to your student records, you must notify the Seneca Nation of Indians Education Department in writing.

STUDENT SIGNATURE: _____ DATE: _____

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Family Educational Rights and Privacy Act (FERPA) Release of Information to the Seneca Nation Higher Education Program

This form is to be completed and returned to the Seneca Nation Higher Education Program if you want our office to be able to speak freely to and share information with any person(s) at the academic institution named below:

Student Name (Please print)	Last 4 digits of SS #	Date of Birth
College/University or Voc. Technical Institute	Student ID Number	Student Phone number

I, the undersigned, hereby authorize the Seneca Nation Higher Education Program to receive the following information:

(Check all that apply)

Student Account Information (billing statements, charges, credits, payments, past due amounts)

Financial Aid Information (awards, disbursement, eligibility, financial aid academic progress)

Academic Information (Enrollment status)

Other: (please specify) _____

Release information to: SNI Higher Education Program, PO Box 231 Salamanca, NY 14779
Ph (716) 945-1790, ext 3103 Fax (716) 945-7170

SNI Higher Education Program, 2016 Hënödeyësta Dr. Suite 2, Irving, NY 14081
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I understand that I have the right to:

1. not consent to the release of my education records,
2. inspect any written records released pursuant to this consent, and
3. revoke this consent at any time by submitting a written revocation to the Seneca Nation Higher Education Program.

This consent shall remain in effect for the _____ Academic Year or until I revoke this authorization in writing.

Student's Signature: _____ Date: _____

This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.