

June 3, 2008

Dear Student:

Beginning this summer semester, several changes will take place in the higher education program. We believe these changes will benefit you as well as help us process your funding more efficiently. The changes are listed below:

- Education services will no longer require the Student Aid Report (SAR); however, we do recommend that those students complete the FAFSA in order to be considered for other grants and federal assistance programs.
- Students will now have the option of using the Visa textbook card or receiving reimbursement for their textbooks with a provided receipt. Textbook reimbursements will be processed after all regular funding is complete. If you request reimbursement, please mail your original textbook receipts with your application.
- Students will be able to apply for the graduation fees reimbursement, degree completion or the graduation watch up to six months after graduation.
- Students can apply for the classification change if they meet the cumulative 3.0 GPA and fall within the hours below:
  - Sophomores - \$500 for 30-59 hours completed
  - Junior - \$500 for 60 – 89 hours completed
  - Senior - \$500 for 90 to 123 hours completed
  - Graduate/doctoral - \$500 for 30 + hours completed
- Students should not rely on the college/university to mail us its official college transcript. When filling out a transcript request, the student should have it mailed to his/her home address and then mail the transcript with the application.
- Since the higher education student handbook is reviewed annually and possible changes occur, students will be required to submit a signed student contract with their fall applications on an annual basis. This contract is the last page of the handbook which can be reviewed and printed via our website at [www.chickasaweducationservices.com](http://www.chickasaweducationservices.com). Students should keep all pages of the handbook and submit only the student contract page.

- We will require all students to complete and sign the “Student Authorization of Disclosure” one time unless the student needs to add or remove a name. See attached.
- Students can sign up for free notification alerts of Chickasaw Nation education service deadlines as well as non-tribal deadlines. See attached.
- If needed, students will have the option to use their clothing card to purchase additional textbooks for their classes. Textbook purchase will not be considered an unallowable purchase, therefore, the student will not be penalized.
- Our renewal applications are now available on our website at [www.chickasaweducationservices.com](http://www.chickasaweducationservices.com). Fall renewals will always be mailed on July 1<sup>st</sup>. Spring renewals will always be mailed on December 1<sup>st</sup>. Summer renewals will always be mailed on May 1<sup>st</sup>. If you are a returning student and have not received a renewal one week after the mail-out dates you may either go to the website, complete the renewal, or you may call our office and request that a renewal application be mailed to you.

Please do not make application for any program that you know you are not eligible to receive. This will help eliminate potential problems during the review of your application(s). We hope that these changes will make your application process and our funding process more effective and efficient. If you have any questions please call 580-421-7711.

Sincerely,

Lori Hamilton, Director  
Education Services