

HO-CHUNK NATION
 HIGHER EDUCATION DIVISION
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 Black River Falls, WI 54615
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SPECIAL REQUEST PROGRAM

The Special Requests Program provides enrolled Ho-Chunk tribal members attending a non-profit post secondary school with achievement incentives for degree completion, the opportunity to participate in Study Abroad programs, and degree related Conferences or Workshops.

Tribal ID #	Last Name	First Name	
Address	City	State	Zip
Phone Number	E-mail Address		

FUNDING PURPOSE

Conference and Workshop
 Study Abroad
 Graduation Achievement Awards

Amount of Request \$ _____ Check Payable to: _____

The SRP application must be accompanied by supportive documentation: original receipts and invoices, etc., amount of expense(s), and to whom payment should be made, including mailing addresses.

List previous achievement awards received.

Dates Received:	Funding Source:	Amount Received:	Degree Conferred:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*******STATEMENT OF CERTIFICATION*******

The information given by me on this form is accurate and complete to the best of my knowledge. All application materials become the property of the Ho-Chunk Nation. Awards are based upon available funding.

Signature of Applicant _____ Date _____

Use the following to assist you in completing your Special Request Application

CONFERENCE AND WORKSHOPS/ STUDY ABROAD

Conference and Workshops: Up to \$500 to attend a conference directly related to the student's course of study.

Study Abroad: Study Abroad credits need to be accepted into the declared program. Undergraduate students are eligible up to \$1,000 once every two years based on full time attendance, and graduate students are eligible each year based on full time attendance; part time is prorated.

COMPLETE AND SUBMIT THE FOLLOWING ITEMS:

- Ho-Chunk Scholarship Application for current year
- Special Request Application
- Current transcripts to verify good standing**
 - **GPA Requirements: Undergraduates 2.5 Graduates 3.25**
- Written plan stating how **Conference or Workshop** is related to your degree area
- Study Abroad** degree credits must apply toward degree completion
- Document how conference is related to your degree area
- Provide Degree Audit documentation to verify grade level status
- Documentation of credits to be earned, from what institution and credit transfer accepted
- Budget breakdown (include – registration, lodging, transportations, meals, etc.)
- Written verification of how expenses not covered by this request are or will be paid
- Request made to Financial Aid Office for any cost to be added to AY financial aid packaging
- A detailed Trip Report within two-weeks of your return
- Publish Trip Report in the Hocak Worak (optional)

GRADUATION ACHIEVEMENT AWARDS

Certification: One year certificate or diploma	\$300
Associate Degree	\$750
Bachelors Degree	\$1,500
Masters/Professional Degree	\$3,000
Juris Doctorate	\$4,000
Doctoral Degree	\$5,000

Program not to exceed \$5,000 – students only eligible for one award per degree – must submit request within 1 year of degree.

COMPLETE AND SUBMIT THE FOLLOWING ITEMS:

- Special Request Application within one (1) year of degree completion
- Official transcript conferred to verify degree information
- Copy of Diploma or Certification from non-profit school
- W-9 tax form
- Permission to publish worksheet (optional)
- Close out any previous services (excluding PSSSL)

NOTE:

To be eligible for the Higher Education Division Graduation Achievement Award students cannot receive a monetary graduation achievement award from another Ho-Chunk Nation tribal program.