

# Special Request Program



## Contact Information:

(800) 362-4476 - higher.education@ho-chunk.com - P.O. Box 667 Black River Falls, WI 54615

*The Special Requests Program provides enrolled Ho-Chunk students attending non-profit, Title IV institutions with achievement incentives for degree completion, funding for study abroad programs, funding for professional development opportunities (e.g. degree-related conferences and workshops), and other required travel expenses approved by the Higher Education Division.*

Complete in ink. Incomplete and/or illegible applications will be returned to the student

439A00-				/	/
TRIBAL ID NUMBER	LAST NAME	FIRST NAME	MI	DATE OF BIRTH (MM/DD/YY)	
MAILING ADDRESS		CITY	STATE	ZIP	
SCHOOL NAME		DEGREE	PREFERRED COMMUNICATION <input type="checkbox"/> PHONE <input type="checkbox"/> E-MAIL <input type="checkbox"/> MAIL		
( ) -	<input type="checkbox"/>	<input type="checkbox"/>	PREFERRED EMAIL		
PRIMARY PHONE NUMBER	CELL	LAND LINE			

### FUNDING PURPOSE (please check all that apply)

- CONFERENCE/WORKSHOP     STUDY ABROAD     MEMBERSHIP FEES     TRAVEL EXPENSES     GRADUATION ACHIEVEMENT AWARD

AMOUNT OF REQUEST \$ \_\_\_\_\_ CHECK PAYABLE TO: \_\_\_\_\_

**This application must be accompanied by supportive documentation (i.e. original receipts and invoices, amount of expenses, etc).**

### STATEMENT OF CERTIFICATION

The information given by me on this form is accurate and complete to the best of my knowledge. I give permission for all information on this form to be shared among the BIA, the Ho-Chunk Nation, the State, and Financial Aid Office at my school. **I acknowledge my responsibility for school payment until financial aid eligibility is determined, awarded and sent to the Financial Aid Office.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

FOR OFFICE USE ONLY: DATE ENTERED: \_\_\_\_\_ INITIALS: \_\_\_\_\_

## CONFERENCE AND WORKSHOPS/ STUDY ABROAD/TRAVEL EXPENSES

Maximum funding amount will not exceed \$1000 per conference/workshop/professional membership or other expenses and not exceed \$3,000 per Study Abroad program. Josephine P. White Eagle Graduate Program students in full-time status are eligible to participate in one (1) conference/workshop and study abroad program per academic year. Undergraduate students may be considered for one (1) conference/workshop per freshman/sophomore and one (1) per junior/senior year.

**0-30 Credits = Freshman    31-60 Credits = Sophomore    61-90 Credits = Junior    91-120+ = Senior**

### **COMPLETE AND SUBMIT THE FOLLOWING ITEMS:**

- Ho-Chunk Scholarship Application for current Year
- Special Request Application
- Current official transcripts to verify good standing
- Term GPA Requirements: Undergraduates = 2.75    Graduates = 3.25**
- Written plan/documentation stating how the requested expenses are relevant to your degree area
- Study abroad credits must apply toward degree completion.**
- Provide Degree Audit documentation to verify grade level status
- Documentation of credits to be earned, name of institution, and credit transfer accepted
- Budget breakdown (include - registration, lodging, transportations, meals, etc.)
- Written documentation 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 packing
- Detailed Trip Report within two weeks of student's return
- Publish Trip Report in the *Hocak Worak* (Optional)**

## GRADUATION ACHIEVEMENT AWARDS

Recipients may receive a Graduation Achievement Award for each progressive degree earned. The amount awarded for Certificates, Associate's, and Bachelor's degrees will not exceed the **cumulative award total** for each progressive degree level attained. However, advanced degrees (Master's, Juris Doctorate, and Doctorate), will be awarded the full amount listed below:

<b>Degree</b>	<b>Amount</b>
<b>1 year Certificate or Diploma</b>	<b>\$300</b>
<b>Associate's Degree</b>	<b>\$750</b>
<b>Bachelor's Degree</b>	<b>\$1,500</b>
Master's Degree	\$3,000
Juris Doctorate	\$4,000
Doctoral Degree	\$5,000

**\*Bold denotes degrees that are awarded on a cumulative basis**

### **COMPLETE AND SUBMIT THE FOLLOWING ITEMS:**

- Special Request Application within one (1) year of degree completion
- Copy of Diploma from a Title IV, nonprofit post secondary school
- Official Transcript conferred to verify degree completion
- W-9 tax form within one (1) year of degree completion
- Close out any previous services (excluding PSSL)

**NOTE:** Students who receive Higher Education Division Achievement Awards are not eligible for monetary graduation achievement awards from other Ho-Chunk Nation programs.