



# 2010-2011 Academic Year Loan for Service (LFS) Program Application

4520 Montgomery Blvd NE, Suite 1-B ~ Albuquerque, NM 87109  
505-881-4584 ~ [www.aigcs.org](http://www.aigcs.org)

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The American Indian Graduate Center, Inc. announces the availability of an educational loan for graduate students for the 2010-2011 academic year. The AIGC Loan For Service program is a Bureau of Indian Affairs funded financial aid opportunity administered by AIGC for American Indian and Alaska Native graduate and professional degree candidates. Part or all of the loan repayment may be cancelled if the recipient accepts employment with the BIA or tribal employment. This is an interest free loan. To be considered for the AIGC Loan for Service program, the applicant must:

- Be an enrolled member of a United States federally-recognized American Indian tribe or Alaska Native group; or possess  $\frac{1}{4}$  degree federally-recognized Indian blood;
- **Have a 3.0 GPA;** and
- Be pursuing a master's, doctorate, or professional (i.e., law, medical and dentistry) degree as a full time student at an accredited graduate or professional school in the United States.

## **APPLICATION PROCESS**

Materials to be submitted with the application:

- A \$15.00 one-time application fee (check or money order). If you paid the \$15 fee in a prior year and were not awarded, you do not have to pay the fee again. Please indicate which year you applied, so we can locate the information.
- Statement of Intent: 700 words (maximum). The statement should address educational and/or career goals and express a commitment and willingness to give back to American Indian communities.
- Two Letters of Recommendation from faculty and/or employer.
- Admission letter to the accredited U.S. institution you are attending, if available.
- Proof of full-time enrollment (class schedule), if available.
- Current unofficial academic transcript.
- Financial Need Form (FNF) from the institution you will attend (estimated cost and resources are acceptable); and
- Copy of your Certificate of Indian Blood (CIB).

## **NOTIFICATION OF LOAN AWARD OR DENIAL**

All applicants are notified by mail of loan award or denial. No information will be given over the phone. If approved for a loan, you will receive instructions and a list of documents required to complete the award process.

## **AUTOMATIC DENIAL**

Failure to comply with all parts of the process as described above and all deadlines required for applicant eligibility will result in automatic denial of your application.

## **CHANGE OF MAILING ADDRESS OR OTHER INFORMATION**

It is your sole responsibility to notify AIGC of any change of address and phone number. Failure to do so may result in a denial or cancellation of loan. If any changes need to be reported, please contact our office emailing [marveline@aigcs.org](mailto:marveline@aigcs.org) or calling 1-800 628-1920.

**THE DEADLINE TO SUBMIT THESE MATERIALS IS JUNE 1<sup>ST</sup>, 2010 AT 5 PM MST.**

Please complete all information in the application packet. Mail the original forms to AIGC Loan for Service Program and retain a copy for your personal records. If you were approved for the in the AIGC Loan for Service Program, you will be notified by letter.

**ADDITIONAL INFORMATION**

1. **Institutional Accrediting Bodies:** Students funded by AIGC **must** attend a university accredited by one of the national or regional accrediting associations listed below, in order to be eligible for funding:

- Middle States Association of Colleges and Schools, **MSA**.
- New England Association of Schools and Colleges, Inc.-Commission on Institutions of Higher Education, **NEASC-CIHE**.
- New England Association of Schools and Colleges, Inc.-Commission on Technical and Career Institutions, **NEASC-CTCI**.
- Higher Learning Commission of Colleges and Schools, **HLC (formerly North Central Association, NCA)**.
- The Northwest Association of Schools and Colleges, **NASC**.
- Southern Association of Colleges and Schools/Commission on Colleges, **SACS-CC**.
- Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities, **WASC-Sr**.
- American Medical Association, **AMA** (all medical students are funded by AIGC).
- American Bar Association, **ABA** (all law students are funded by AIGC).

1. **Periods of Eligibility:** The following degrees indicate the number of terms AIGC is allowed to fund a graduate student:
- **Master's Degree:** Two academic years (four semesters or six quarters), **MFA:** Three academic years (six semesters or nine quarters).
  - **Doctoral Degree:** Four academic years (eight semesters or twelve quarters).
  - **Medicine, Osteopathic Medicine, Dentistry, Chiropractic and Veterinary Degrees:** Four academic years (twelve semesters or sixteen quarters including mandatory summer semesters)
  - **Law Degree:** Three academic years (six semesters or nine quarters).

Pharmacy/pharmacy assistants and physician assistants must complete a minimum of 125 undergraduate semester hours of earned credit to be eligible for a graduate fellowship.

3. **Students Seeking Second Masters or Second Doctoral Degree** are not eligible for funding by AIGC, due to limited funds available for American Indian and Alaska Natives pursuing their **first** masters or first doctorate degree. Includes any other professional degrees.

4. **Deadlines:** We **recommend** that you contact AIGC prior to the deadlines to confirm that all application documents have been received. We suggest that you mail application materials *Certified/Return Receipt* or *Overnight Delivery*. Omission of any of the required documents will render the application incomplete. Please refer to Part I, number 4 for application process checklist. Due to funding constraints, we are not able to pay postage due on any deliveries. Please ensure that all application materials are sent with sufficient postage.

5. **Application Fees:** An insufficient funds check will render an application ineligible. Ensure your **check or money order** is securely attached to your application.

**Application can be downloaded at [www.aigcs.org](http://www.aigcs.org)**

*Questions concerning the application?*

Call 505-881-4584 or email [marveline@aigcs.org](mailto:marveline@aigcs.org).



# Loan for Service Program 2009-2010 AY Application Deadline: June 1<sup>st</sup>, 2010

**Instructions:** Applications must be legible. Please read all application materials thoroughly before completing this application. **Include a one-time nonrefundable application fee of \$15.00 (check or money order).** Only complete applications will be considered. This application form is only valid for the 2010-2011 Academic Year (fall, winter, and spring terms).

Have you ever been funded by the AIGC Loan for Service program? \_\_\_ Yes \_\_\_ No If yes, term and year? \_\_\_\_\_  
Have you ever applied to AIGC Loan for Service program? \_\_\_ Yes \_\_\_ No If yes, term and year? \_\_\_\_\_

### Section 1 Personal Information

Name: \_\_\_\_\_  
Last First Middle  
Social Security #: \_\_\_\_\_ Gender:  Male  Female DOB: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Street/PO Box City State/Zip Code  
Permanent Address: \_\_\_\_\_  
Street/PO Box City State/Zip Code  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Section 2 Education Information

University you will be attending: \_\_\_\_\_ City and State: \_\_\_\_\_  
Field of Study: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
Degree (Circle One): M.A./M.S./J.D./M.D./Ed.D./Ed.S./Ph.D. or other: \_\_\_\_\_

### Any previous Graduate Program Information

University: \_\_\_\_\_ Field of Study: \_\_\_\_\_  
Degree: \_\_\_\_\_ Grad Date: \_\_\_\_\_ Cum GPA: \_\_\_\_\_

### Bachelor's Degree Information

University: \_\_\_\_\_  
Field of Study: \_\_\_\_\_  
Degree: \_\_\_\_\_  
Grad Date: \_\_\_\_\_ Cum GPA: \_\_\_\_\_

<b>AIGC use only:</b> Date Received: _____ Check/MO#: _____ Initials: _____ Date PC Sent: _____ Date Entered into DB: _____ Initials: _____
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\*\*\*\*Loan For Service Payback\*\*\*\*

**Please read and understand the payback criteria thoroughly. If awarded you must begin your payback six months after you have graduated in a career with tribal governments, Bureau of Indian Affairs and Bureau of Indian Affairs funded organizations on and off reservations. Organizations and other agencies with significant American Indian populations are reviewed case by case.**

Payback hours: Fellows shall work 40 hours per week and/or full-time work week.

Fellows will be required to repay loans on a 1-1 basis (one year of service for each year of loan payment).

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Information requested by the American Indian Graduate Center (AIGC) on the Application Form, the Financial Needs Form and the Tribal Eligibility Certificate is provided by student applicants, pursuant to Public Law 93-579 (Privacy Act of 1974).

Although submitting personal information is voluntary, failure to supply the requested information may preclude an applicant from being eligible for assistance under this program. This information is required to determine your eligibility for the AIGC Loan for Service from the BIA contract, as well as your financial need. This information will also be used for reports and auditing purposes.

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I hereby certify that the above information on this form is true and complete to the best of my knowledge. I consent to the release of this information to other agencies and persons, as necessary, to determine my eligibility, budget and financial need. I understand that any loan awarded will be disbursed through a university and cannot be sent directly to me.

I understand that I will be included in AIGC's database and that my name, address and phone number may be given out for other possible scholarship sources, job prospects and professional opportunities.

I understand it is my sole responsibility to call AIGC's office to confirm that all documents have been received by the deadline dates. *Please do not wait until the deadline date to follow up on document submissions. AIGC will not accept applications that are faxed.* I also understand that I must notify AIGC of my change of address at any given time; not doing so may jeopardize my eligibility for funding.

By signing this application, I affirm that I have read and understand all requirements and will abide by all AIGC policies.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail application to:**  
American Indian Graduate Center  
ATTN: Loan For Service Program  
4520 Montgomery Blvd NE, Ste 1-B  
Albuquerque, NM 87109



Mail FNF to:  
 4520 Montgomery Blvd. NE Suite 1-B  
 Albuquerque, New Mexico 87109  
 Telephone: (505) 881-4584  
 Fax: (505) 884-0427

## FINANCIAL NEED FORM (FNF) Loan For Service – 2010-2011 AY

**Part 1. To be completed by student and forwarded to a university financial aid office. Please read ALL instructions carefully.**

SSN: \_\_\_\_\_ Name (Last, First, MI): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

"I understand that I must apply for Federal financial aid and campus-based aid and agree to do so no later than June 1, 2010. I am responsible for calling the AIGC office prior to July 9<sup>th</sup> to confirm that this form has been received by AIGC for the 2010-2011 AY. If I DO NOT comply with the AIGC-Loan for Service Program criteria I understand my application will be denied". **Release of Information:** I authorize the institution represented below to provide any/all information requested to AIGC in order to evaluate my student financial need (including revisions) throughout the academic period covered in this application.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 2010-2011 Academic Year (Sept.-May/ 9 month period ONLY)**
- Partial Year: circle one: Fall Term only, Winter term only or Spring Term only**

**PART 2. FINANCIAL AID OFFICE:** Complete Part 2 for the period checked above. The final deadline for this form to be in AIGC's office is July 9<sup>th</sup> for the 2010-2011 AY; with NO EXCEPTIONS. Faxed FNF's will be accepted. Please estimate cost & resources if student's file is not complete by AIGC's deadline. We cannot consider the student's application until AIGC receives this completed form. See reverse side for further instructions.

A. BUDGET PERIOD (Check only one.)  Academic Year: Aug./Sept. 2010 – May 2011 or one term:  fall  winter  spring

B. ACADEMIC TERM OF STUDENTS PROGRAM: Please check one:  Semester  Quarter

<b>C. COSTS (PLEASE ITEMIZE):</b>		<b>CAMPUS-BASED AID &amp; OTHER RESOURCES:</b>			
Tuition	\$ _____	Perkins	\$ _____	Parent Contribution	\$ _____
Fees	_____	Stafford	_____	Student Contribution	_____
Book & Supplies	_____	Work Study	_____	Indian Health Service	_____
Room & Board	_____	Scholarship	_____	Assistantship	_____
Personal/Miscellaneous	_____	School Grant	_____	Other Loans	_____
Transportation	_____	Tuition Waiver	_____	Other Grants	_____
Other	_____	Tribal Assistance	_____		

D. TOTAL COST: \$ \_\_\_\_\_ TOTAL RESOURCES: \$ \_\_\_\_\_  
 UNMET NEED: \$ \_\_\_\_\_

E. THE FOLLOWING QUESTION MUST BE ANSWERD:  
 Has student applied for Federal Financial Aid (FASFA) and campus-based aid? \_\_\_\_\_

F. UNIVERSITY: _____	FAO Print Name: _____
Address: _____	Signature: _____
City: _____	Title: _____
FA Office Phone: (____) _____	Date Signed FNF: _____
Fax: (____) _____	Email: _____

**Mail original to AIGC. Please make copies for your records.  
 Deadline: July 9th, 2010**

## INFORMATION & INSTRUCTIONS

### I. The AIGC Fellowship Program

The American Indian Graduate Center (AIGC) is a national, non-profit organization that awards educational loans to qualified American Indian and Alaska Native students attending nationally accredited graduate and professional schools on a **full-time basis**.

AIGC's funds are from a federal source. Our contract with the Bureau of Indian Affairs requires AIGC to obtain directly from each student's financial aid office, the following: student's budget (cost and resources), unmet need and confirmation of the student's application for Federal Financial Aid (FAFSA) and campus-based aid by June 1, 2010.

AIGC is a supplemental aid program; **therefore students are required to apply for federal financial aid and campus-based aid**, including Stafford loans. Whether a student accepts or declines any loan is up to the student. The AIGC fellowship award is based upon the information we receive from the college financial aid office. The amount of the award is final.

You may copy this form if *Financial Need Forms* are needed for additional institutions.

### II. Special AIGC Rules Regarding Financial Aid

In calculating a student's unmet need, AIGC uses the following formula:

**COSTS less RESOURCES (EXCLUDING ALL LOANS)= UNMET NEED**

**LOANS:** If the student accepts disbursement of loans, the loan amount must be counted as part of the student's resources. The AIGC award will not be reduced as long as total resources (including any AIGC award) do not exceed costs.

**CWS:** If College Work Study (CWS) is awarded, it will be counted unless the student's advisor or department recommends the student not accept CWS because of their academic load. If CWS is considered income for the next academic year, it will not be counted as a current resource. AIGC requires a letter from the advisor or department that verifies such a recommendation.

### III. Completing Part 2 On Reverse (A Through F) By Financial Aid Officer

**Section A:** A student may apply to AIGC for any of the following academic periods, but AIGC must receive **separate** AIGC Financial Need Forms for each academic period: (1) Nine-month academic year (Sept.-May) and (2) Part of the academic year (1 semester only: Fall or Spring). Please fill out all blanks.

**Section B:** Please indicate the student's academic term, since AIGC award checks are disbursed to your office according to these terms.

**Section C:** Fill in amounts for "Costs" and "Resources" for the student.

**Section D:** Verify the student's unmet need through your office.

**Section E:** This question must be answered "Yes" for the student to be eligible for an AIGC award. **If student does not apply for the 2009-2010 Federal Financial Aid (FAFSA) and campus-based aid he/she will be denied.**

**Section F:** Please complete the entire portion of University and Financial Aid Officer's information. Your signature is required on this form before processing. All AIGC award checks are disbursed directly to Financial Aid Offices for verification of student's eligibility.

**If the student's financial aid package is not complete by these dates, please estimate as much information as possible.**

### IMPORTANT DEADLINE

**DEADLINE: FNF's must be in the AIGC office by July 9<sup>th</sup> for the 2010-2011 Academic Year.**

AIGC will be making its final awards for the 2010-2011 AY in August. This form or any revisions to this form must be in AIGC's office by the deadline dates stated above for the student to be eligible for a fellowship. Forms can be faxed to AIGC to meet the final deadline date. Fax: 505-884-0427.

If a student is over-awarded (receiving more funds than student's total costs), the full AIGC award must be refunded since the AIGC award is supplemental aid. If the student qualifies for partial funding from AIGC, the award will be re-calculated and disbursed. **Please call Marveline Vallo at (505) 881-4584 if you have any questions.**