

BlueBird Certified Public Accountants Scholarship for Native American Accounting Students

Purpose:

The *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* provides **three** (3) awards of up to \$5,000 each for the 2018 academic year. A competitive, merit-based scholarship, the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* was established to assist Native American students in pursuing their goals of higher education and accounting, and ultimately to enter the accounting profession. Scholarships shall be granted to eligible applicants on a yearly basis (as long as there are funds available). Each award is for a 12-month period, renewable for a second year pending demonstration of exceptional progress. Scholarships are awarded through competitive application and are open to Native Americans only.

Eligibility Requirements:

1. Must be a Native American and enrolled Tribal member of a federally recognized Tribe within the United States. (Documentation of Native identity is required. Attach a copy of the front and back of Enrollment Card, Certificate of Degree of Indian Blood, letter from Tribe, and a photograph.)
2. Must be a full-time student at an accredited college or university.
3. Must be actively involved in the Native American community by completing 60 hours of community service with an approved Native American Community Agency and provide documentation of hours served from that Agency on official letterhead.
4. Two letters of recommendation are required from A) an Academic Recommender and B) an American Indian Community Recommender. Letters of reference must be on official letterhead from the individual supplying the reference.
5. Must have completed the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* Application and be in good standing in accordance with all Scholarship Rules and Regulations (see pp. 9–10).
6. All undergraduate students must have a minimum cumulative Grade Point Average (GPA) of 3.00 and all graduate students must have a minimum cumulative GPA of 3.50.
7. Must have completed the Free Application for Federal Student Aid (FAFSA) and have financial need as determined by the appropriate Office of Financial Aid.

The *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* Application consists of the following:

- **The Application** (all forms are in this packet). Answer all questions and sign.
- **Personal Statement**. All applicants must provide a complete essay with responses to questions 1–3.
- **Academic Study Plan Form**. This form must be completed and signed by your school's Academic Advisor.
- **Transcripts**. Official copies of transcripts from all colleges previously attended. See release waiver section in Terms and Conditions Form (p. 8).
- **Letters of Recommendation**. Forms are required from A) Academic Recommender and B) American Indian Community Recommender. Letters of reference must be attached on official letterhead from the individual supplying the reference.
- **Native American Community Service Form**
- **Terms and Conditions Form**
- **Rules and Regulations**

Application Procedures:

You may download the application at <http://www.bluebirdcpas.com/scholarship>. All documents must be submitted online no later than February 15, 2018, to scholarship@bluebirdcpas.com by 5:00 P.M. PST on the deadline date. **No faxed or late applications will be accepted.** Applicants are responsible for following up on their application status with the Scholarship Coordinator. If you have any questions or need assistance in completing any portion of the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* Application, please email scholarship@bluebirdcpas.com.

DEADLINE: February 15, 2018

**BLUEBIRD CERTIFIED PUBLIC ACCOUNTANTS SCHOLARSHIP
FOR NATIVE AMERICAN ACCOUNTING STUDENTS APPLICATION**

PART I:

Name: _____ Social Security #: _____
 Address: _____ Phone: Home: _____ Cell: _____
 _____ Date of Birth: _____
 _____ Place of Birth: _____
 Email: _____ Gender: Male Female

Student's Native American Identification Information:

Name of Native American Tribe(s): _____
 Names of other Tribes listed in your Certificate Degree of Indian Blood: _____
 Blood Quantum for each Tribe listed above: _____
 Are you enrolled in a Tribe? If yes, please list: _____ Tribe and Enrollment Number: _____

Attach to this page an official copy of your Certificate Degree of Indian Blood from the Bureau of Indian Affairs or a copy of your enrollment card. **Any copy must include front and back of Certificate or Enrollment Card.**
 Attach to this page a recent photo of yourself (passport photo size is recommended).

Academic School Information:

Enrolled in: Junior College Tribal College University Professional Other
 Class status: Freshman Sophomore Junior Senior Graduate

Name of academic institution: _____
 Total number of years in college or higher education: _____
 How many years as a student at your current institution? _____
 Expected graduation date (month/year): _____

Major: _____ Minor: _____
 Current GPA: _____ Check box for degree currently pursuing:
 Cumulative GPA: _____ AA BA BS MA
 JD PhD Other

List previous schools attended:

Name of School	Degree Sought	Degree Earned	Dates Attended
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FINANCIAL NEED INFORMATION

1. Are you a previous *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* recipient? YES or NO

2. Please tell us about other scholarships, financial assistance, loans, or financial help you are receiving to finance your education. You must demonstrate that you have applied to at least two other funding sources and still have unmet financial need (use additional pages if needed).

3. Please tell us about your current financial situation. Itemize all your school expenses. List the total amount for which you are attributing to the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students*. List what you are receiving from other funding sources. Describe your plan for funding your expenses beyond this request (use additional pages if needed).

PART II:

PERSONAL STATEMENT. All applicants must provide the following personal statement. Please type responses (12-point font, double-spaced) and attach on a separate sheet of paper. **Personal Statement** (required):

In two pages or less, please discuss your academic, career, and personal goals, as well as any extenuating circumstances or other information that you would like the Scholarship Committee to be aware of when reviewing your application. **Please include responses to the following questions:**

1. How do you view your Native American heritage and what is its importance to you?
2. How do you plan to use your accounting degree to “give back” to Native Americans after graduation?
3. Describe your ongoing involvements in the Native American community, both on and off campus.

PART III:

ACADEMIC STUDY PLAN FORM (see attached form, p. 4). This form must be completed and signed by your school's Academic Advisor.

PART IV:

TRANSCRIPTS. **Freshman students** — Must submit official high school transcripts or GED scores. **Transfer and continuing students** — Must submit official transcript(s) from all colleges or universities previously attended.

PART V:

LETTERS OF RECOMMENDATION (see attached forms, pp. 5-6). We must receive two letters of recommendation from A) an Academic Recommender and B) an American Indian Community Recommender. Ask your recommenders to include the attached forms, email them directly to scholarship@bluebirdcpas.com and place your name in the subject line of the email. To help ensure that your letters arrive by the February 15, 2018, deadline, please check in with your recommenders a week or two prior to the deadline.

PART VI:

NATIVE AMERICAN COMMUNITY SERVICE FORM (see attached form, p. 7). Applicants must complete 60 hours of Community Service (CS) with an approved Native American Tribe or Community Agency. CS Coordinators will provide an evaluation of the student's performance, which must be completed by December 31, 2018. CS projects may involve on-site activity, research projects, volunteer work, etc.

PART III — ACADEMIC STUDY PLAN FORM

To the Applicant: Please complete the box below before submitting this form to your Academic Advisor.

Name: _____		
Last	First	Middle
Student ID #: _____		
Phone number: Home: _____		Cell: _____
Email: _____		
Expected graduation date: _____		
Month/Year		

The following must be completed and signed by your Academic Advisor.

To the Institutional Academic Advisor: This student is applying for the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students*. This form is required as part of the completed application. Your cooperation in completing the following is appreciated. If you have any questions, please contact the Scholarship Coordinator at scholarship@bluebirdcpas.com.

Please provide the following information regarding this student’s progress toward their degree.

General Education Requirements:

Has this student completed all general education requirements? YES or NO

If no, what courses does this student need to complete?

Major Degree Requirements:

Has this student declared a major? YES or NO

If yes, student’s major is: _____ Minor (if declared): _____

What courses does this student need to fulfill the major degree requirements?

Student’s Proposed Study Plan:

<u>Fall Courses</u>	<u>Units</u>	<u>Spring Courses</u>	<u>Units</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments:

Name (print)	Title	Department
Phone number	Fax number	Email
Signature	Date	

To the Academic Advisor: When you have completed and signed this form, please return it to the student.

PART VI — NATIVE AMERICAN COMMUNITY SERVICE FORM

If an applicant receives the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students*, s/he must complete 60 hours of Community Service (CS) with an approved Native American organization. The purpose of this community service is to require students to be actively involved in enhancing the Native American Community through academic and community efforts.

Community Service Coordinators will provide the Scholarship Coordinator with an evaluation of the student's performance using the below form. Reports are due at the end of the service, which must be completed by December 31, 2018. Evaluation Performance Report must be emailed to scholarship@bluebirdcpas.com with the student's name in the subject line. Guidelines for student service will be outlined by both the sponsoring agency and the Scholarship Coordinator.

BlueBird Certified Public Accountants Scholarship Coordinator for Native American Accounting Students must approve your Community Service Agency and project by May 15, 2018.

EVALUATION OF STUDENT PERFORMANCE

Student should deliver this form to the placement site supervisor. Placement site supervisor should fill out the form, sign it and email it to scholarship@bluebirdcpas.com.

Student Name: _____ Date: _____

Agency: _____ Student's Supervisor: _____

Evaluation Period: _____ Approximate # of Hours Worked: _____

Service Activities Summary: _____

Please rate the student's performance in the following areas (1-Unsatisfactory, 2-Needs Improvement, 3-Satisfactory, 4-Commendable, and 5-Outstanding):

1. Fulfillment of goals & objectives	1	2	3	4	5
2. Sensitivity toward people with whom s/he worked	1	2	3	4	5
3. Responsibility for regular attendance	1	2	3	4	5
4. Responsibility for punctuality	1	2	3	4	5
5. Quality of performance of service activities	1	2	3	4	5
6. Commitment to completing task	1	2	3	4	5
7. Respect for confidentiality	1	2	3	4	5
8. Benefit of service provided to agency	1	2	3	4	5

Please explain any less-than-satisfactory ratings (i.e., rating of 1 or 2). _____

Please comment on the student's greatest strengths and any areas for improvement. _____

Please complete, sign and return this evaluation to scholarship@bluebirdcpas.com no later than December 31, 2018. If you have any questions, please contact scholarship@bluebirdcpas.com.

Signature of Student Supervisor

Printed Name and Title

Date

**TERMS AND CONDITIONS SET FORTH FOR
BLUEBIRD CERTIFIED PUBLIC ACCOUNTANTS SCHOLARSHIP
FOR NATIVE AMERICAN ACCOUNTING STUDENTS RECIPIENTS**

I, _____, if awarded the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students*, agree to abide by the following terms and conditions:

1. Student must be a Native American and an enrolled Tribal member of a federally recognized Tribe in the United States.
2. Student must be enrolled full-time in a degree seeking accounting program at an accredited college or university.
3. At the end of the fall semester, the Scholarship Coordinator will review official copies of Academic grade reports. Fall grade reports will be used to determine student's continued eligibility (units completed and cumulative GPA). It is the student's responsibility to ensure that all grades have been posted and are accurate.
4. Student must keep the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* Scholarship Coordinator informed of any changes in student status (i.e. new address, change in phone number, name change, intent to withdraw, transfer, reduction in full-time enrollment, etc.).
5. Undergraduate recipients must complete each term with a minimum of 12 credit hours. Graduate student recipients must complete each term with a minimum of 9 credit hours. This credit hour requirement must be met with new hours only. No repeat classes are allowed as part of the full-time course load.
6. The following types of classes will not be accepted as part of a full-time course load: Audits, Repeats, or Workshops. Students may take no more than 3 credit hours of special study courses per semester as part of their full-time course load.
7. Recipients must maintain the following minimum cumulative GPA in a degree seeking program to be eligible for continued funding:
 - Undergraduates — 3.00 cumulative GPA
 - Graduates — 3.50 cumulative GPA
8. Suspension: Failure to maintain the minimum cumulative GPA or full-time course load will result in automatic suspension. Once on suspension, the student's spring award will be automatically canceled. Prior to reapplying for the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students*, the student must have completed the number of units for which they initially received funding and/or have met the minimum cumulative GPA for which they received funding. Failure to do so will render the student ineligible for future *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* consideration.
9. Applicants are expected to respond to any communication from BlueBird, CPAs within three business days. Failure to respond to inquiries or correspondence from BlueBird, CPAs or the Scholarship Coordinator (i.e. email, phone calls, texts, or mail) may result in disqualification from the scholarship program. If any changes occur causing the applicant to be unable to receive inquiries or correspondence, it is the applicant's responsibility to notify BlueBird, CPAs or the Scholarship Coordinator of the circumstances and provide alternative contact information.
10. Scholarships will be granted to eligible applicants on a yearly basis (as long as funds are available) with each award being for a 12-month period. Recipients are eligible to apply for a second year pending demonstration of exceptional progress.
11. Applicant agrees to have their name, degree being pursued, photograph, and graduation announcement included in any press releases made by BlueBird, CPAs.
12. Once submitted, all applicant files become the property of BlueBird, CPAs.
13. Applicants are responsible for ensuring that all required materials are received by the deadline date. Incomplete applications will not be reviewed.
14. All decisions made by the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* Scholarship Committee are final and binding.

I hereby certify that the information contained in my *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* Application is true and correct to the best of my knowledge. If and when I am awarded, I shall accept and abide by all the conditions stipulated in the aforementioned section. I hereby give permission to the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* Scholarship Coordinator to request and receive copies of my academic grade and progress reports as needed.

Signature: _____ Date: _____

SCHOLARSHIP RULES AND REGULATIONS

Purpose:

The *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* was established to assist Native American students in pursuing their goals of higher education and accounting. For the 2018 academic year, the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* will provide **three** (3) awards of up to \$5,000 each to support Native American students who want to continue their education. Scholarships shall be granted to eligible applicants on a yearly basis (as long as there are funds available). Each award is for a 12-month period, renewable for a second year pending demonstration of exceptional progress. Scholarships are awarded through competitive application and are open to Native Americans only.

Eligibility Requirements:

1. Must be a Native American and an enrolled Tribal member of a federally recognized Tribe in the United States. (Documentation of Native identity is required. Attach a copy of front and back of Enrollment Card, Certificate of Degree of Indian Blood, letter from Tribe, and a photograph.)
2. Must be a full-time student at an accredited college or university.
3. Must be actively involved in the Native American community by completing 60 hours of community service with an approved Native American Community Agency and provide documentation of hours served from that Agency on official letterhead.
4. Two letters of recommendation are required from A) an Academic Recommender and B) an American Indian Community Recommender. Letters of reference must be on official letterhead from the individual supplying the reference.
5. Must have completed the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* Application and be in good standing in accordance with all Scholarship Rules and Regulations (see pp. 9–10).
6. All undergraduate students must have a minimum cumulative Grade Point Average (GPA) of 3.00 and all graduate students must have a minimum cumulative GPA of 3.50.
7. Must have completed the Free Application for Federal Student Aid (FAFSA) and have financial need as determined by the appropriate Office of Financial Aid.

Deadline Dates:

Applications are due on February 15, 2018.

Approved Schools:

Approved schools include community colleges, tribal colleges, four-year colleges, graduate universities, and professional schools. The schools must be accredited institutions recognized by the U.S. Department of Education and the Council for Higher Education Accreditation, or any one of six regional associations of schools and colleges such as Middle States, New England, North Central, Northwest, Southern, and Western (see Peterson's Guide to Colleges).

Approved Classes, Courses, and Programs:

Approved classes, courses, and programs include: classroom instruction, televised correspondence courses, distance learning, Internet, video, home study from any approved school, and degree or certificate-seeking programs.

Maximum Benefit Participation:

Scholarships shall be granted to eligible applicants on a yearly basis (as long as there are funds available). Each award is for a 12-month period, renewable for a second year pending demonstration of exceptional progress. Scholarships are awarded through competitive application and are open to Native Americans only. Benefits are defined as Scholarship monies awarded to students for costs of tuition, fees, books and supplies.

Full-Time/Part-Time Units Defined:

- Full-time undergraduate student: 12 or more units per semester
- Full-time graduate student: 9 units or more per semester
- Professional Schools: As defined by program (see Academic Study Plan)

**Please note that the above definitions apply to semester units only. Students enrolled in institutions operating under a quarter system must follow that institution's guidelines for full- and part-time enrollment (see Academic Study Plan for additional clarification).*

Scholarship Award Amounts:

Up to \$5,000 per year to be used for the following academic costs:

- Tuition & Fees
- Books & Supplies
- Dorm costs
- Off-campus housing costs (must demonstrate extreme financial need with letter from Office of Financial Aid)

Distribution of Scholarship Awards:

The *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* will be made payable to the recipient's school for tuition, housing, textbook costs and required fees. The recipient's school will receive official notification of the student's award status and be authorized to bill the Scholarship Program directly. The Scholarship Program will pay for tuition and fees directly applicable to the student's approved program. Payment will not be made for expenses unrelated to the official program, for membership dues for student societies and associations, or other unapproved expenses.

Failure to Abide by the Terms and Conditions:

In the event a recipient of the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* fails to comply with the terms and conditions set forth (i.e. fails to complete the program, semester, or quarter for which the benefit was received), the recipient will forgo any further educational assistance from the Scholarship program. Exceptions to the above will be made only if the recipient has: 1) a valid medical excuse for failing to complete the Academic quarter, semester or other program as evidenced by a medical doctor's statement or 2) other individual circumstances approved by the Scholarship Coordinator.

Suspension:

Failure to maintain the minimum cumulative GPA or full-time course load will result in automatic suspension. Once on suspension, the student's spring award will be automatically canceled. Prior to reapplying for the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students*, the student must have completed the number of units for which they initially received funding and/or must have met the minimum cumulative GPA for which they receive funding. Failure to do so will render the student ineligible for future *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* consideration.

***BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* Scholarship Coordinator:**

The *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* Scholarship Coordinator strives to ensure fair treatment of all applications through equitable oversight and review of the application process.

Duties of the *BlueBird Certified Public Accountants Scholarship for Native American Accounting Students* Scholarship Coordinator are to:

1. Distribute, collect and review applications.
2. Ensure that applicants follow policies and procedures.
3. Treat the review of materials and discussions of applications in a confidential manner.
4. Maintain application materials and documents in a secure filing system.
5. Issue award letters, denials and suspensions in a timely manner.
6. Report to the Scholarship Committee an annual summary to include information and data on applicants, awards made and denied, number of graduates, etc.
7. Maintain an information database with relevant data, including demographics.

Grievance or Appeals Procedure:

All decisions made by the Scholarship Coordinator are final.