

Steps to Apply for the Michigan Indian Tuition Waiver Program
at Kalamazoo Valley Community College
Revised August, 2010

Students interested in attending KVCC, must take the following steps to qualify for the Michigan Indian Tuition Waiver program.

1. Complete an Admissions Application to the College.
2. Read the Michigan Indian Tuition Waiver Application Instructions (attached) provided by the Michigan Department of Civil Rights.
3. You must submit the Michigan Indian Tuition Waiver Application (attached) to your Tribal Enrollment Department who will be certifying that you are ¼ or more Native American blood quantum and are a certified member of a Federally recognized Tribe.
4. You will need to submit with your application, a photocopy of your Michigan Driver's License or State issued Michigan Identification Card **and** a photocopy of your Tribal ID.
5. The Michigan Department of Civil Rights will review your application and prepare a verification letter which will be sent to you and KVCC.
6. Complete a KVCC Financial Aid Intent Form for each semester you are applying for this waiver (indicating you are applying for the State Indian Tuition Waiver). This is available in the Financial Aid Office or can be downloaded from our website at www.kvcc.edu/financial, then go to Download Forms.
7. Once the Financial Aid Office receives verification from the Michigan Department of Civil Rights and your KVCC Financial Aid Intent Form, you will be awarded the Michigan Indian Tuition Waiver. This will pay for your tuition. You are responsible for any fees associated with your classes.

For additional information regarding this program, please contact the Financial Aid Office at 269.488.4340.

MICHIGAN DEPARTMENT OF CIVIL RIGHTS
110 W. Michigan Ave., Suite 800, Lansing, MI 48933
517-241-7748

MICHIGAN INDIAN TUITION WAIVER APPLICATION INSTRUCTIONS

STUDENT:

In order to apply for the Michigan Indian Tuition Waiver, you must:

- ✓ **Complete** the STUDENT PORTION of the Michigan Indian Tuition Waiver (MITW) Application. (Attached, or on the opposite side of this form.)
- ✓ **Submit** the MITW (and any attached documentation) to your Tribal Enrollment Department for certification.
- ✓ **Ensure** the Tribe certified MITW application form and accompanying documentation is submitted to the MDCR office for verification. This will often be done by your Tribe after they complete their portion of the application, or they return the form to you. In any event it is your responsibility to ensure the completed application and required documentation are filed.

ELIGIBILITY:

In order to be eligible for the MITW, you must meet the following criteria:

- You must be enrolled at one of Michigan's public colleges or universities **AND**
- You must be ¼ or more Native American blood quantum as certified by your Tribal Enrollment Department **AND**
- You must be an enrolled member of a US Federally recognized Tribe as certified by your Tribal Enrollment Department **AND**
- You must be a legal resident of the state of Michigan for not less than 12 consecutive months.

DOCUMENTATION:

You must provide the following documentation with your MITW application:

- A photocopy of your Michigan Driver's License or State issued Michigan Identification Card
- A photocopy of your Tribal ID

PROOF OF RESIDENCY:

Please note, your MITW residency status does not determine your residency status at your institution. Your institution may require additional documentation as proof of residency or to determine your length of residency in Michigan

TRIBAL CERTIFICATION:

You must submit this application to your Tribal Enrollment Department for certification and signature.

The Tribal Enrollment Department is certifying that the applicant (you), is ¼ or more Native American blood quantum and is a certified member of a Federally recognized Tribe. The Tribal Enrollment Department may submit this form and accompanying documents on your behalf to the MDCR office for verification.

STUDENT STATUS:

The statute does not limit tuition waiver eligibility based upon full/part time status, degree track, academic performance, or similar criteria - and such information will not affect MDCR verification.

TRANSFER STUDENTS:

Transfer students must fill out the "STUDENT PORTION" section of a new application indicating the school to which they will be transferring. It will not be necessary to resubmit the "TRIBAL CERTIFICATION PORTION" since MDCR has it on file.

TRIBE:

Complete the TRIBE PORTION of the Michigan Indian Tuition Waiver (MITW) Application by certifying whether the applicant is a Tribe Member **AND** is ¼ (one quarter) or more degree of Indian blood quantum. Please return completed application form and any attachments to Michigan Department of Civil Rights.

MICHIGAN DEPARTMENT OF CIVIL RIGHTS:

Upon receipt of a Michigan Indian Tuition Waiver (MITW) Application the Department will review it for the required information. If complete, MDCR will prepare a verification letter, which will be sent to both the applicant (student) and the institution as identified on the application. If MDCR determines it is unable to verify a Student's eligibility for tuition waiver, it will send the applicant and institution a letter stating the reason(s) for the denial.

MICHIGAN INDIAN TUITION WAIVER APPLICATION
MICHIGAN DEPARTMENT OF CIVIL RIGHTS
 110 W. Michigan Ave., Suite 800, Lansing, MI 48933
 517-241-7748

TO BE COMPLETED BY STUDENT – Please print clearly in ink or type

NAME: Last First Middle Maiden

PERMANENT ADDRESS: Street City State Zip

SCHOOL ADDRESS: Street City State Zip
 (if different from above)

CONTACT INFO: Phone # Cell phone # Email address:

BIRTHDAY: SOCIAL SECURITY # MI DRIVERS LICENSE or MI STATE ID #
 ___/___/___ - - - - -

SCHOOL INFORMATION:

Name of institution: _____

Address of institution: _____

Expected degree: ___ Certificate ___ Associates ___ Bachelors ___ Masters ___ Doctorate ___ Medical ___ Law

Enrollment status: ___ full time ___ part time Enrolling semester/term: _____ Year: _____

Have you been accepted at your enrolling institution? ___ Y ___ N If yes, provide student ID # if available: _____

Have you previously received the Michigan Indian Tuition Waiver: ___ Y ___ N If yes, during what year(s): _____

Are you transferring your MITW? ___ Y ___ N If yes, from which institution: _____

Are you a Michigan resident? ___ Y ___ N If yes, have you resided in Michigan for the last 12 consecutive months? ___ Y ___ N

TRIBAL INFORMATION:

Are you a member of a federally recognized Tribe? ___ Y ___ N

If yes, identify the Tribe: _____

Address: _____

City/State/Zip: _____ Tribal Enrollment (ID) #: _____

1. I declare that the information which I have provided on this form is true, correct and complete to the best of my knowledge.
2. I agree that this information may be shared with my enrolling institution, my Tribe and may be used for statistical purposes by the MITW program.
3. I declare that by signing this form I have lived in Michigan for twelve (12) consecutive months prior to the date on this application and that I am currently a Michigan resident.

Applicant's signature: _____ Date: _____

TO BE COMPLETED BY TRIBE – Please print clearly in ink or type

I hereby certify that the above named applicant is ¼ (one quarter) or more degree of Indian blood quantum according to the available Tribal or Federal records,

AND

I hereby certify that the above named applicant is an enrolled member of this Tribe, which is US federally recognized.

Certifying Signature: _____ Date: _____

Certifying Official's Name: _____ Title: _____

Name of Tribal Nation: _____ Phone: _____

Address: _____

City/State/Zip: _____

(MITW Application / revised 7/14/10)