



ENROLLMENT MANAGEMENT
INSTITUTIONAL CONSIDERATION

2170 Raven Circle
Okmulgee, OK 74447
918.549.2847
registrar@cmn.edu

The College of the Muscogee Nation seeks to provide affordable education to Muscogee (Creek) citizens and members of federally recognized tribes through tribally funded scholarships and tuition waivers. Students must apply for and meet the minimum scholarship and tuition waiver qualifications, including applying for Federal financial aid and maintaining satisfactory academic progress.

Students who do not meet the CMN scholarship and tuition waiver requirements due to special/extenuating circumstances may apply for an Institutional Consideration to help meet the student's financial needs. This exercise of professional judgment may vary with each individual situation, and the Institutional Considerations Committee will determine decisions regarding the student's needs.

PROCESS:

1. The student should file a Financial Aid Suspension Appeal Form with the Financial Aid Office.
 - a. All requirements of Financial Aid must be met to proceed with the Institutional Consideration.
 - b. Institutional consideration is independent of the Financial Aid Office's decision concerning federal financial aid.
2. This form must be completed in detail, providing information on the special/extenuating circumstance.
 - a. Attach a copy of your most recent unofficial transcript, bursar's billing statement, and documentation (i.e., medical bills, divorce decrees, obituaries, etc.) that supports your circumstances.
3. This form must be submitted in person to the Registrar's office within seven business days of the regularly scheduled Institutional Consideration Committee meetings.
 - a. Scheduled meeting times will be the Monday of the 1st, 8th, and 16th weeks of each trimester.
 - b. Special meetings may be called at the discretion of the Institutional Considerations Committee Chair.
4. The student must meet all requirements outlined by the Institutional Considerations Committee to have the payment amount applied to the student's bursar account.
5. *Students could be approved for Institutional Considerations for consecutive trimesters at the discretion of the Institutional Considerations Committee.*
6. For a complete review of the Institutional Consideration Policy and Procedure, refer to the consumer information guide.

See Reverse Side



ENROLLMENT MANAGEMENT
INSTITUTIONAL CONSIDERATION

2170 Raven Circle
Okmulgee, OK 74447
918.549.2847
registrar@cmn.edu

Name:	Student ID:	Phone Number:
CMN Email:	Tribal Affiliation:	Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:
Degree Program or Certificate:		

1. Describe and attach a **TYPED** explanation of the events of your special/extenuating circumstances.
2. Describe the circumstances that will change to allow you to reach your CMN academic goals successfully.
3. Be specific in your responses to the questions and any additional information you want to include.
4. Attach a copy of your most recent unofficial transcript, bursar's billing statement, and documentation that supports your circumstances (i.e., medical bills, divorce decrees, obituaries).

The following are circumstances that will be considered:

- Denied federal aid.
- Denied financial aid appeal.
- Making efforts to clear loan default.
- Denied tribal grants or received a tribal grant that did not cover the cost of educational expenses.
- Other extenuating circumstances.

The following are circumstances that do not qualify for Institutional Consideration:

- The CMN Tuition Waiver/Grant you received is maxed out for the term you requested help.
- Financial Aid was returned to Title IV, and that is the balance on your bursar's account.
- Expenses on your bursar's account are unrelated to course material requirements.
- In loan default, no efforts have been made to make payment arrangements.

I certify that the information provided and attached to this form is complete and accurate to the best of my knowledge. If I provide false or misleading information, I understand I am at risk of losing the privilege of receiving funding from the College of the Muscogee Nation. My signature below denotes that I have read and understand the contents of this form.

Have you previously applied for Institutional Consideration? Yes No

If yes, When? Term: Fall Spring Summer; Year:

Signature:

Date:

This form and all other documentation must be submitted **within seven business days** of the regularly scheduled Institutional Considerations Committee.