

**COLLEGE HOUSING ASSISTANCE POLICY
KAW HOUSING AUTHORITY**

ADOPTED BY RESOLUTION # 16-02

DATED 8-26-16

AMENDED BY RESOLUTION # 17-02

DATED 1-17-17

The College Housing Assistance Policy is available for Kaw Tribal members who are attending a college/university. College being defined as “a higher education institute, including those that offer programs in the arts and sciences, technical and vocational schools, and junior community colleges.” University being defined as “an institution that provides graduate and professional education in addition to four-year post-secondary education.”

An application will be filled out for any student requesting assistance (Exhibit A). Once the information is sent in and all information is completed, it will be reviewed by the Executive Director for final approval. A Release of Information will accompany the housing assistance application so KHA can verify with the landlord or college/university that they are providing housing for the applicant. A schedule of classes enrolled in needs to be submitted at the time of application. The application is filled out every semester, with stipulations listed below, for continued eligibility for assistance.

A copy of CDIB must be furnished with every application.

Once the information in the application has been reviewed and verified, an Award Letter (Exhibit B) will be sent to the applicant advising them of the approval or denial. The following is the information requested for initial and continued assistance each semester.

1. A schedule of classes is provided to KHA for each semester.
2. Provide grades after each semester for continued eligibility.
3. Maintain a C or above in all classes enrolled in.

If for some reason you are unable to comply with the above stipulations, you will be ineligible for the upcoming semester.

The amount of the Award is based on amount of Rent per semester and will not exceed \$1000 per semester. The award will be sent directly to the landlord/campus to assist with your housing needs. You will be advised in your Award letter when money will be sent.

KHA will limit applicants to 10 students per semester. The Board of Commissioners has the authority to approve additional monies at their discretion.

Exhibit A
KAW HOUSING AUTHORITY
COLLEGE HOUSING APPLICATION

DATE: _____

APPLICANT'S NAME _____

APPLICANT'S ADDRESS _____

APPLICANT'S PHONE NUMBER _____

DO YOU FILE YOUR OWN TAXES? _____

IF NO, DO YOUR PARENTS CLAIM YOU ON THEIR TAXES? _____

COLLEGE/UNIVERSITY ATTENDING _____

ADDRESS OF COLLEGE/UNIVERSITY _____

NAME OF LANDLORD (IF NOT ON CAMPUS) _____

ADDRESS OF LANDLORD _____

APPLICATIONS ARE DUE BY SEPTEMBER 15TH FOR FALL ENROLLMENT AND JANUARY 31ST FOR SPRING ENROLLMENT. LATE APPLICATIONS WILL NOT BE ACCEPTED.

The following is the information required for the initial application and continued assistance each semester:

- **A COPY OF CDIB MUST BE FURNISHED WITH THIS APPLICATION.**
- **Provide proof of income for the last 30 days or tax return for the previous year.**
- **Schedule of classes are provided to KHA for each semester.**
- **Provide grades after each semester for continued eligibility.**
- **Maintain a C or above for each class enrolled in.**
- **If for some reason you are unable to comply with the above stipulations, you will be ineligible for the upcoming semester.**

Once the Executive Director has reviewed this request, a letter will be sent to you advising you of the approval or denial of your application. This application is for housing assistance only while enrolled in a college/university.

Please return this form to:

Kaw Housing Authority
P.O. Box 371
Newkirk, OK 74647 or e-mail: reception@kawhousingauthority.com

THIS PROGRAM IS INCOME BASED.

Any questions about this application, please call Kaw Housing Authority (580) 362-6264.

Exhibit B

Kaw Housing Authority
P.O. Box 371
Newkirk, OK 74647
Office (580) 362-6264 Fax (580) 362-3986
kawhousing@yahoo.com

**AWARD LETTER
COLLEGE HOUSING**

Date

TO: Name
Address
City, State Zip Code

Dear Name:

This letter is to notify that your request for expenses for housing, while attending a college or university, has been granted for the current semester.

The Executive Director has reviewed your request based on the following criteria:

1. A schedule of classes is provided each semester.
2. Provide grades after each semester for continued eligibility.
3. Maintain a C and above in all classes enrolled in.
4. A letter is written to Kaw Housing requesting assistance each semester.

After reviewing your application it was determined you meet the criteria to receive college assistance for current semester. Check is in process and will be mailed to University and/or Landlord.

We wish you the best of luck in your future endeavor.

Sincerely,

Erin Wells
Receptionist

KAW HOUSING AUTHORITY COLLEGE HOUSING APPLICATION

DATE: _____

APPLICANT'S NAME _____

APPLICANT'S ADDRESS _____

APPLICANT'S PHONE NUMBER _____

DO YOU FILE YOUR OWN TAXES? _____

IF NO, DO YOUR PARENTS CLAIM YOU ON THEIR TAXES? _____

COLLEGE/UNIVERSITY ATTENDING _____

ADDRESS OF COLLEGE/UNIVERSITY _____

NAME OF LANDLORD (IF NOT ON CAMPUS) _____

ADDRESS OF LANDLORD _____

IF LIVING OFF CAMPUS, WILL ANYONE ELSE BE LIVING WITH YOU? _____

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Kaw Housing Authority

P.O. Box # 371, Newkirk, OK 74647

Phone: 580.362.6264, Fax: 580.362.3986

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To: Landlord
Name/Company _____

Landlord's Telephone
Number _____ Fax: _____

RE: Applicants
Name _____

Applicants Current
Address _____

The above named has applied for a College Housing Assistance with Kaw Housing Authority; please fill out the following information regarding his/her tenancy with you. Please fax this back as soon as possible so that we may process the application. Thank You.

Amount of rent paid per month: _____

Number of people will be living in the home: _____

Information provided by: _____ Title: _____

I, _____ hereby give my permission for you to release the above information.

Signature Date