



# Returning LLTC Student Checklist

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1. Fill out online Application entirely: [CLICK HERE](#)
2. Fill out the FAFSA online : LLTC FAFSA Code - 030964
  - Check with LLTC's Financial Aid office 3-5 days after submitting to see if you need supporting documents.
3. Submit to Admissions all OFFICIAL documents, these include:  
\*\*\*If you have attended recently we may have these documents on file please call to confirm!
  - High School Transcripts or GED Transcripts
  - Official/Unofficial College Transcripts from other institutions attended
  - If enrolled in a tribe submit a Certificate of Indian Blood/Descendancy Certificate(non-enrolled)
  - If non-native no additional documentation is needed
4. Determine Academic Status with the Academic Success Counselor
  - Academic Warning - Submit Student Success Plan
  - Academic Suspension – Submit Academic and Financial Aid Appeal
  - Good standing – no additional documentation is needed!
5. Based upon your Academic Status you should receive your acceptance letter in the mail!
6. Meet with the Academic Success Counselor to enroll in classes!
  - Sign up for orientation
  - Become a Laker!

If you have any questions please contact Admissions by email, telephone, or by simply stopping by Student Services! Check your admissions status or your Financial Aid status by contacting those departments. After you receive your acceptance letter you can contact the Academic Success Counselor in Student Services to register for classes!

Admissions – 218-335-4286  
Academic Success Counselor – 218-335-4262  
Financial Aid – 218-335-4224  
Student Services FAX – 218-335-4217  
LLTC's Main Office – 218-335-4200

6945 Little Wolf Rd NW, Cass Lake, MN 56633

[admissions@lltc.edu](mailto:admissions@lltc.edu)  
[www.lltc.edu](http://www.lltc.edu)



# Request for Educational Records

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Please return this form to the Admissions Office located in the Office of Student Services

| Student Information                            | Insert information in boxes below |
|--|-----------------------------------|
| Student Full Name                              |                                   |
| Contact Phone Number                           |                                   |
| Social Security Number                         |                                   |
| Date of Birth                                  |                                   |
| Mailing Address Line 1                         |                                   |
| City and State                                 |                                   |
| Zip Code                                       |                                   |
| Name of High School<br>Student Last Attended   |                                   |
| Date/Year Graduated                            |                                   |
| City and State where High<br>School is located |                                   |

X

\_\_\_\_\_  
Signature of Student

Please send Official High School Transcript by mail, fax, email, or other means to:

Leech Lake Tribal College  
Office of Admissions  
6945 Little Wolf RD NW  
Cass Lake, MN 56633  
Phone: 218-335-4220  
Fax: 218-335-4217

Please make sure the transcript includes: Graduation Date, signature of school official, and a Minnesota Automated Reporting Student System (MARSS) number in applicable.

If you have any questions, please contact the Office of Admissions at 218-335-4286 or email: [admissions@lltc.edu](mailto:admissions@lltc.edu).



## General Educational Development (GED) Records Request

To obtain GED records earned in Minnesota please supply the information required below. There is no charge for the service at this time. Requests for records are mailed out within two working days of receipt of the written request and take three days to arrive in the mail. GED records will not be faxed or emailed.

NOTE: Only one duplicate diploma is allowed for each Minnesota graduate per lifetime.

### PLEASE TYPE OR PRINT LEGIBLY

Name: \_\_\_\_\_

Name at the time of testing (if different): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last four digits of your Social Security Number: \_\_\_\_\_

Approximate month and year tested: \_\_\_\_\_

Where tested (center / city name): \_\_\_\_\_

Contact numbers (in case we have questions about your request/records):

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

What information are you requesting: \_\_\_\_\_ Duplicate diploma \_\_\_\_\_ Official Transcript/scores earned

Where should we mail your records?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature (required): \_\_\_\_\_

Send requests using any of these methods:

- Mail to: GED Office, 1500 Highway 36 West, Roseville, MN 55113-4266
- Fax: 651-582-8458
- E-mail a scanned signed copy (as an attachment): [alice.smith@state.mn.us](mailto:alice.smith@state.mn.us)

GED Testing Office phone: 651-582-8445 TTY: 651-582-8201 Website: [education.state.mn.us](http://education.state.mn.us)



# Tribal Enrollment Verification Request

Please return this form to the Admissions Office located in the Office of Student Services

| Student Information                     | Insert information in boxes below |
|---|-----------------------------------|
| Students full name                      |                                   |
| Contact Phone number                    |                                   |
| Social Security Number                  |                                   |
| Date of Birth                           |                                   |
| Name of Tribe where student is enrolled |                                   |
| Mother's name                           |                                   |
| Mother's tribe where enrolled           |                                   |
| Father's name                           |                                   |
| Father's tribe where enrolled           |                                   |

X

\_\_\_\_\_  
Student's Signature

The student listed above has applied for admission to Leech Lake Tribal College. This is a request to verify tribal enrollment.

- If the student is an enrolled member of your tribe please send supporting documentation.
- If the student is a descendant of your tribe please send supporting documentation.
- If the student is not enrolled, or does not have supporting documents to claim Descendancy, please call and let us know so that we can work with the student.

Please send Tribal Certificate if Indian Blood or supporting documentation to:

Leech Lake Tribal College Attn: Admissions

6945 Little Wolf Rd NW

Cass Lake, MN 56633

Fax: 218-335-4217

Email: [admissions@lltc.edu](mailto:admissions@lltc.edu)

For questions, please call: 218-335-4286



# FINANCIAL AID CHECKLIST

LLTC Financial Aid Office is dedicated to providing the highest quality service to our students and the future of LLTC by utilizing the Anishinaabe Values while maintaining regulatory compliance.

## **TO BE COMPLETED ONLINE:**

- Create an FSA ID: <https://fsaid.ed.gov/npas/index.htm>
- Complete the Free Application for Federal Student Aid (FAFSA): [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Minnesota Indian Scholarship Application: \*Required for most Tribal Awards <https://www.ohe.state.mn.us/ssl/MISPAApp/mispApp1.cfm>

## **TO BE COMPLETED ON PAPER:**

- Leech Lake Post Secondary Grant & W-9 (*to be turned in to Financial Aid or the Education Office to Dorothy Robinson at the Facility Center*) or turn in other tribal scholarships (ex. RL, FDL, BF, WE, ML, GP, SWO, etc.) to the appropriate tribal office.
- Other supplemental applications (if needed).
- Submit any other information requested by the financial aid office.
- Verification documentation if required

## **ADDITIONAL OUTSIDE SCHOLARSHIPS:**

- All students are encouraged to apply for the American Indian College Fund “My TCU” In-House Scholarship, including non-native students. *The college will advertise when the scholarship is open for application*

For assistance with the FAFSA or your financial aid package, please contact the Financial Aid Director: Glen Sawa at 218-335-4270 or email [glen.sawa@lltc.edu](mailto:glen.sawa@lltc.edu)

## Tips for completing your FAFSA Application Online

We strongly recommend you create an FSA ID (a username and password combination that allows you to sign your FAFSA® form electronically and utilize the IRS Data Retrieval System).

### How do I get an FSA ID?

You can create an FSA ID by going to: <https://fsaid.ed.gov/npas/index.htm>

The process of creating an FSA ID consists of three main steps:

1. Enter your log-in information.
  - a. Provide your email address, a unique username, and a password.
2. Enter your personal information.
  - a. Provide your name, date of birth, and Social Security number (SSN).
3. Enter your mailing address.
4. Select whether or not you would like to register your mobile phone number for account recovery using text messages.
  - a. Provide your mobile phone number.
5. Select your language preference.
6. For security purposes, complete the four challenge questions and answers.
7. Submit your FSA ID information.
  - a. Agree to the terms and conditions.
8. Verify your mobile phone number. (This is optional, but helpful. This *verification* allows you to retrieve your username or reset your password without answering challenge questions.)
9. Verify your email address. (This is optional, but helpful. By verifying your email address, you can use your email address as your username when logging into certain ED websites. Also, we'll be able to notify you by email of changes to your account. This verification also allows you to retrieve your username or reset your password without answering challenge questions.)

### Gathering the Documents Needed for the FAFSA

The FAFSA questions ask for information about you (your name, date of birth, address, etc.) and about your financial situation. Depending on your circumstances (for instance, whether you're a U.S. citizen or what tax form you used), you might need the following information or documents as you fill out the application:

- Your Social Security number (it's important that you enter it correctly on the FAFSA form!)
- Your parents' Social Security numbers if you are a **dependent student**
- Your driver's license number if you have one
- Your Alien Registration number if you are not a U.S. citizen
- Federal tax information or tax returns including IRS W-2 information, for you (and your spouse, if you are married), and for your parents if you are a dependent student:
- IRS 1040, 1040A, 1040EZ
- Records of your untaxed income, such as child support received, interest income, and veterans noneducation benefits, for you, and for your parents if you are a dependent student
- Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate (but not including the home in which you live); and business and farm assets for you, and for your parents if you are a dependent student

Keep these records! You may need them again. **Do not mail your records to the Department of Education**

Leech Lake Tribal College Code: 030964

\*\*Please check the college website for possible FAFSA help days! [www.lltc.edu](http://www.lltc.edu)

## Academic Success Counselor



Jorge Mendoza

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Jorge is located in Student Services. For returning students that have an Academic Status, he is your KEY to Success!

Schedule a meeting with Jorge or Student Services so that we can get your SAP back on track!

218-335-4262

## Financial Aid Director



Glen Sawa, located in Administration Office

Glen knows how to help you navigate the Financial Aid landscape. For any student, Glen is your KEY to understanding Financial Aid!

Schedule a meeting with Glen if you have any questions!

218-335-4270

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### Leech Lake Tribal College

6945 Little Wolf RD NW  
Cass Lake, MN 56633  
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Fax: 218-335-4217  
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**Returning  
Student and the  
Road to Success!**



By Student Services and Admissions

218-335-4220

# What is Academic Warning or Suspension?



SAP stands for Satisfactory Academic Progress

low 67%, this criteria is known as SAP! When on warning you will meet with the [Academic Success Counselor](#) located in Student Services and fill out a packet and find helpful resources!

Academic Suspension means for two consecutive semesters you have unsatisfactory academic progress! When placed on Suspension you will have to **“sit out”** for a specified number of semesters before you are able to return, but to request an early return you can fill out an [Academic & Financial Aid Appeal](#) before the deadline!

Academic Warning is your heads up to get your academic progress back on track! It happens when your *cumulative GPA falls below 2.0, OR your completion rate falls at or be-*

## What do we mean by **“sit out”**?

When you are placed on Academic Suspension you have to “sit out” meaning you cannot return to school until the period is up OR your Academic & Financial Aid Appeal is approved. The “sit out” waiting periods are as follows:

1st suspension = 1 semester

2nd suspension = 1 calendar year

3rd+ suspensions = 2calendar years

\*Summer does not count as a full semester

## How do I get through the **Academic & Financial Aid Appeal Process** successfully?

The Academic & Financial Aid Appeal is very simple. If you are on suspension and wish to return to school the following semester, or you have sat out the required time, you must fill out the Appeal packet with the [Academic Success Counselor](#) (ASC). The ASC will take the appeal to the PASS Committee for review and decision, the PASS Committee wants to see how your situation is different than before so you can be successful in school again!

## Will withdrawing from all classes affect my Financial Aid Award?

Yes, If any of your aid was paid by federal funding, the Financial Aid Office makes a percentage of repayment to the federal government, and you are responsible for paying that remaining bill! Which you MUST settle/work out a payment plan with LLTC before you can be registered for the next semester.

## Will my suspension or warning affect my Financial Aid Award?

Most likely, it all depends on where your awards are coming from. Being on suspension could make you ineligible for some scholarships that require a specific GPA, or other SAP guidelines that are not being met. After your Appeal has been accepted, you will be eligible for federal funding, Minnesota Indian Scholarship, and Minnesota State Grant in respect to your FAFSA calculations.

## How will I ever get back on track?!

### Utilize LLTC Resources!!

#### ⇒ Learning Center

- \* Provides tutoring!
- \* Study Groups!
- \* Computers!

#### ⇒ Wellness Center

- \* Parenting Student Support
- \* Talking Circle Lunches
- \* Community Resource link

#### ⇒ Academic Success Counselor

- \* Weekly check ins
- \* Study group sessions
- \* Appeal and SAP information