

Sitka Tribe of Alaska

Education and Training Department

456 Katlian Street

Sitka, Alaska 99835

Phone: 907-747-6506 Toll Free: 1-866-747-6506

Fax: 907-747-3503 Email: cduncan@sitkatribes.org

www.sitkatribes.org

Adult Vocational Training Scholarship Application

The purpose of the Sitka Tribe of Alaska's Adult Vocational Training program is to financially assist qualified unemployed/underemployed applicants in a vocational, apprenticeships or on-the-job training program. The maximum funding period for the AVT program is 24 months in a lifetime. Students enrolled in a Registered Nursing program will be allowed 36 consecutive months to complete their degree. Funding through the Sitka Tribe of Alaska is strictly supplemental.



Application Deadline Due 90 Days Prior to start of Training

Please Mail Completed Application to:

Sitka Tribe of Alaska
Education Dept.
456 Katlian St.
Sitka, Alaska 99835

Policies & Procedures for the Sitka Tribe of Alaska's Adult Vocational Training Scholarship Program:

TRIBAL PRIORITIES

1. An enrolled local member of the Sitka Tribe of Alaska who has been accepted into an accredited vocational/training program will be given first funding priority.
2. All other qualified applicants will be considered if funding is available

EDUCATION COMMITTEE

Completed applications are presented to Sitka Tribe of Alaska Education Committee for review. The Education Committee members include at least one tribal council member and in interested tribal citizens. Their responsibilities are to: select eligible applicants who have met the minimum requirements of the Adult Vocational Training program, approve/deny applications, review and determine funding awards, review academic progress, probation and suspension. Current Education Committee Members are: Roxanne Houston, Gil Truitt, Isabella Brady, Rena Baty, and Mary Purvis.

APPLICATION PROCESS:

To qualify for the Higher Education program, applicants must meet the following criteria:

- Must be a resident of Sitka for at least 6 months at the time of applying
 - Must be an enrolled member of the Sitka Tribe of Alaska (CIB)
 - Must be an enrolled member of a Federally recognized tribe (CIB)
 - Must have a high school diploma or GED
 - Must have a complete file for application to be considered. A complete file consists of the following:
 - Sitka Tribe of Alaska's Adult Vocational Training Scholarship Application on file
 - Most recent official high school or college transcript
 - A letter of acceptance from the school or training institute student will be attending.
 - Financial Need Analysis filled out & signed by the financial aid officer or employer for the training program the student plans on attending
 - Financial Need Analysis on file, filled out and signed by the Financial Aid Officer at the school the student will be attending
 - Must have applied for Federal Aid via FAFSA (Free Application for Federal Student Aid) You can apply at www.fafsa.gov & submitted to the Tribe the Student Aid Report (SAR) generated by the FAFSA
 - *Exceptions **MAY** be made on the requirement of a FAFSA on a case-by-case basis. To qualify for this exemption, the student must be attending a school/program that does not utilize federal funding. Only the STA Education Committee grants this waiver. A letter from the school, program or employer will be required stating that they do not handle or utilize federal funding.
 - Release of information signed
- * Application must be postmarked or delivered by at least 90 days prior to start of training
- * Students who are in default of any Federal or State loans (i.e. Perkins, Stafford etc.) are not eligible for Sitka Tribe of Alaska's Higher Education scholarship funds until the loan(s) have been satisfied

COURSE APPROVAL

For a course/program to be funded under the AVT program it must be offered by a school/training program and must lead to gainful employment. Apprenticeships are acceptable if it is under the direct supervision of an accredited entity (e.g. Federal or state agency or private employer) and leads to gainful employment. Courses must be consistent and relevant to complete the desired training

NOTIFICATION OF GRANT AWARD

Students will be notified in writing regarding their grant award. The award notice will state the specific amount and length of the scholarship.

PAYMENT OF GRANT AWARDS

Payments will be made to the student at the beginning of each month (or as directed by the education committee) through the financial aid office at the institution were the student is attending. In the event that a student fails or drops out of his/her program, the school has been instructed to return any remaining STA funds.

ACADEMIC PROGRESS DURING TRAINING

For a student to receive continuous, uninterrupted funding through the Sitka Tribe, they must maintain the minimum academic standards (Attendance & GPA) set by the institution of training and submit a regular grade/progress report to the STA Education Dept. at the end of each term. Terms are determined by the school you attend, i.e. every semester, quarter or month.

COMPLETION OF PROGRAM/TRAINING

On Once a student has successfully completed their program/training, they are required to submit a final grade/progress report and a certificate or proof of completion to the STA Education Department.

TRANSFERING

A student may transfer to any accredited school of their choice providing that the student notifies STA-Education in writing prior to any transfer of schools. The student is responsible for transferring their financial aid to their new school. A student must submit to the STA Education Dept., a **NEW** budget forecast that reflects the budget at the new school.

ACADEMIC PROBATION

Students who do not meet the minimum academic or attendance standards set by the school or training program will be placed on academic probation. and will be notified in writing of academic probation. Students will have 1 term set by the school or training program, to meet the minimum standards. Failure to meet the minimum standards by the end of the probationary term will result in an academic suspension.

ACADEMIC SUSPENSION

If student has not met the academic standards by the end of the probationary period they will be placed on academic suspension and will be notified by certified mail All funding through the Sitka Tribe of Alaska will be suspended until the student has met the minimum standards set by the school or training program they are attending Student may be eligible for reinstatement of funding once they have met the minimum standards. Official grades or progress reports from the school or training program will be required to determine eligibility.

APPEALS

Students wishing to appeal a denial of funding must submit a letter stating the reason (s) for the appeal to the Sitka Tribe of Alaska's Education Department. The Education Committee will meet within 72 hours after receipt of the appeal to review and decide on the appeal. The Education Committee's decision will be final. Students will be notified by certified mail as to the outcome of the decision



Sitka Tribe of Alaska

Higher Education Scholarship Application



STUDENT CHECKLIST

The following items are needed in order for your application to be complete and ready for review by the Sitka Tribe of Alaska's Education Committee.

STA Application

- Student/Education Information - including goals
- Employment Information
- Budget Forecast
- Signed release
- Enrollment verification

Letter of Admission from the school you plan on attending

Grades for last term or High School Transcript/GED

(If GED is submitted, please include scores)

Student Aid Report (SAR) -Report generated via the Free Application for Federal Student Aid – must apply at www.fafsa.ed.gov or mail in paper application

* **Financial Need Analysis** - Completed & Signed by School's Financial Aid Officer
The Tribe will contact and request this from your school's financial aid office.

* **Completed Applications must be received or post marked 90 days prior to the start of training** Mailing Address: STA Education 456 Katlian St. Sitka, AK 99835

Adult Vocational Training Scholarship Application

Sitka Tribe of Alaska



APPLICANT INFORMATION														
Last Name			First Name				MI		Previous/Maiden Name					
Social Security Number			Date of Birth		Place of Birth			Sitka Resident for (months/years):						
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Divorced			Number & Age of Dependents:		Tribe currently enrolled with and Enrollment #:							
Email Address(es)														
Mailing Address :														
Physical Address:														
Home Phone Number:			Cell Phone Number:				Veteran Status:							
EDUCATION HISTORY														
Highest Grade Completed (Circle One)			6	7	8	9	10	11	12	13	14	15	16	17+
High School <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED			College <input type="checkbox"/> Enrolled in College <input type="checkbox"/> College Graduate				Vocational Training <input type="checkbox"/> Enrolled in Training <input type="checkbox"/> Completed Training							
School Name			School Name				School Name							
Date Completed			Field of Study/Degree				Degree/ Certificate							
GPA			GPA				GPA							
EDUCATION PLAN														
Applying for: <input type="checkbox"/> Vocational Training <input type="checkbox"/> On the Job Training <input type="checkbox"/> Apprenticeship														
Name of Vocational Training Institute you will be attending:				Type of Vocation Training/Course:				Length of Training Period						
Mailing Address:				Admission Status: <input type="checkbox"/> Applied <input type="checkbox"/> Accepted		Start Date:		End Date:						

EDUCATIONAL GOALS:

PLEASE STATE YOUR EDUCATIONAL OBJECTIVE. IF MORE SPACE IS NEEDED PLEASE ATTACH A SEPARATE SHEET OF PAPER.

According to the Code Federal Regulations “an applicant must be in need of training in order to obtain reasonable and satisfactory employment or is underemployed and without additional training would result training would result in extreme hardship for the applicant, and is in need of financial assistance in order to obtain such training.” “Only those applicants who willingly declare intent to accept full time employment as soon as possible after completion of training shall be selected. Plans may subsequently change, but the intent of the training program is preparation for employment and this must be the initial intent of program participants. The program is not meant to serve as a preliminary to immediate further education.”

EMPLOYMENT STATUS, SKILLS & ABILITIES			
Employment Status: <input type="checkbox"/> Unemployed <input type="checkbox"/> Employed Part-Time <input type="checkbox"/> Employed Full-Time <input type="checkbox"/> Self-Employed <input type="checkbox"/> Retired <input type="checkbox"/> Other:_____			
Are you willing to accept full time employment as soon as possible after completion of training:			
List any Occupational Licenses you have			
List any tool, machinery, and/or equipment you can operate or repair			
List any Computer Software you can Operate			
List any barriers that are preventing you from obtaining full-time employment			
EMPLOYMENT HISTORY			
Name of Employer		Address	
		Phone Number	
Job Title		Dates of Employment: Beginning: Ending:	Hours per week:
			Hourly or Weekly Salary:
Description of Duties		Reason for Leaving	
Name of Employer		Address	
		Phone Number	
Job Title		Dates of Employment: Beginning: Ending:	Hours per week:
			Hourly or Weekly Salary:
Description of Duties		Reason for Leaving	
Name of Employer		Description of Duties	
		Phone Number	
Job Title		Dates of Employment: Beginning: Ending:	Hours per week:
			Hourly or Weekly Salary:
Description of Duties		Reason for Leaving	

BUDGET FORECAST:

Anticipated expenses **MUST** reflect the budget for length of the entire training program. Students may obtain this information from the school's admission office or in the school's catalog/ website. According to Code of Federal Regulations (CFR) "Financial assistance may be provided for transportation and subsistence enroute to training; tuition and related training costs; subsistence while in training; emergency assistance" and "supportive services (which include tools for employment, initial union dues, transportation of household effects, security and safety deposits, personal appearance and house wares, child care and cost of vocational training counselors engaged in providing services to trainee." Students may obtain budget information from the school's admissions office or in the school's catalog or website. Personal expenses cannot include things such as personal debt or phone bills. If you list something under "Other" you **MUST** break it down and describe this expense in detail. If more room is needed please continue on the reverse side of the budget forecast page.

Check any financial support you are currently receiving

ATAP or TANF \$ _____ Public Assistance \$ _____ Unemployment \$ _____ Social Security \$ _____ _____ \$ _____

Resources for Training (indicate "applied" if award amount is unknown)		Training Expenses (For Entire length of Training)	
Student Contribution	\$	Tuition	\$
Parent Contribution	\$	Fees	\$
Spouse Contribution	\$	Room/Board	\$
Native Corporation Grant	\$	Books/Supplies	\$
Native Corporation Grant	\$	Transportation	\$
ANB/ANS Grant	\$	Personal Expenses	\$
Pell Grant	\$	Other (specify)	\$
Tuition Exemption	\$	Other (specify)	\$
College Work Study	\$	Other (specify)	\$
College Scholarship	\$	Other (specify)	\$
Alaska Student Loan	\$	Other (specify)	\$
Stafford Loan	\$	TOTAL EXPENSES	\$
Alaska Supplemental Loan	\$		
Alaska Family Education Loan	\$		
SEOG	\$		
Student Loan	\$		
Gov't Aid (Assistance/SSI)	\$		
Veteran's Assistance	\$	TOTAL EXPENSES	\$
Other:	\$	Minus TOTAL RESOURCES	- \$
Other:	\$	REMAINING UNMET NEED	\$
TOTAL RESOURCES	\$	Amount Requested	\$

STA's Scholarships are based on unmet need. STA's scholarships have limited funds. Scholarships are strictly supplemental. Generally they do not exceed \$500 per month. You must apply for other financial aid. Please describe in detail how you will cover your remaining financial need.

Attention: I certify that all of the information given by me is true, complete and correct to the best of my knowledge. I also understand that any false information will disqualify me from this scholarship program.

Signature

Date



Sitka Tribe of Alaska

Tribal Government for Sitka, Alaska

Education and Training Department

RELEASE OF INFORMATION

I _____ give my permission to the Sitka Tribe of Alaska's Education and Training Department to verify any academic or financial information that is needed to determine my eligibility for funding. I hereby give this permission for as long as required or until revoked in writing by me to:

**Sitka Tribe of Alaska
Education & Training Department
456 Katlian St.
Sitka, Alaska 99835**

Signed this _____ day of _____, 2004

Student Signature

Social Security Number

Date of Birth

Sitka Tribe of Alaska
456 Kalian Street
Sitka, Alaska 99835



Enrollment Department
Voice: 907-747-3207
Fax: 907-747-4915

Enrollment Verification
Name, Address, or Information Change

- Please verify Tribal Enrollment or Indian Blood Degree of the following individual:
- Please update vital statistics (*name change must be accompanied by documentation*):

_____	_____	_____	_____
Last	First	Middle	Maiden or <i>Previous</i>
_____	_____	_____	_____
Soc Sec.#	Date of Birth	Place of Birth	
_____	_____	_____	_____
Sex	Tribe (Tlingit, Haida, etc.)	Degree	
_____	_____	_____	_____
Phone Number	Residence Address	Mailing Address	
_____	_____	_____	_____
City	State	Zip Code	

Authorization for Release of Information

This authorized signature may come from the individual requesting, information, Interoffice Department, or Agency representing the individual.

Signature of Client Today's Date

Representative & Name of Department or Agency Today's Date

FOR ENROLLMENT USE ONLY: DO NOT WRITE BELOW THIS LINE

The individual is

- Yes, enrolled in Sitka Tribe of Alaska
- No, not enrolled in Sitka Tribe of Alaska
- Provided documentation Certifying Indian Blood & Degree:

Document Identification Agency

Enrollment Department

Today's Date