



# Spokane Tribe Education Department

## Higher Education

P.O. Box 358 • Wellpinit, WA 99040 • Phone (509) 458-8005 • Fax: (509) 458-8017

# Adult Vocational Checklist

What do I need to submit to be eligible for Adult Vocational funding?

**AVT students are allowed only *one* short-term (10 months or less) and/or *one* long-term (11-24 months) program.**

**If you have received assistance for Higher Education and are in good standing with the Education Department you may also be eligible to receive assistance for Adult Vocational Training.**

### AVT or Higher Education?

Are the credits transferrable? If they *are*, then student would be eligible for Higher Education. If the credits *are not* transferrable, then the student would be eligible for AVT only.

### What types of programs fall under AVT?

- Radiology Technician
- Dental Hygienist/Dental Assistant
- Computer Programmer/Web Developer/Photography, etc.
- Respiratory Therapist
- Medical Assistant/LPN, etc.
- Cosmetology
- Construction
- Lineman
- Etc.

- **Complete** Spokane Tribe Adult Vocational application
  - Each page must be filled out *completely*. Each signature line needs a legible signature. Email and SSN required.

- Signed **acknowledgement form for policies & procedures**
  - Students can request an acknowledgment form in person during office hours. Policies & procedures are also available via this page under “printable documents” under *policies & procedures*
  - These must be renewed each year

- **Copy** of certificate of Indian blood (CIB) and enrollment card.
  - If your enrollment card is expired you will need to see Vicki Raymond to obtain a new enrollment card. [vickir@spokanetribe.com](mailto:vickir@spokanetribe.com)

- **Program Information & Proof of Enrollment**

- Invoice on official business letterhead and must show the following:
  - Dates of class/attendance; certificate/license to be received upon completion of program; break down for costs of tuition/books/supplies

- Apply for Federal Financial Aid if you are in an AA/AAS program & provide a **Copy** of your 2017-2018 Student Aid Report
  - All pages of SAR must be submitted
  - Available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

All documents required to be submitted with *complete AVT application* at the time of app submission.

Applications must be submitted **30 days prior to start of the program**.

Upon completion of program student must provide copy of certificate/license received.