



# Spokane Tribe Education Department

## Adult Vocational Training (AVT) checklist

What do I need to submit to be eligible for Higher Education funding as **ADULT VOCATIONAL TRAINING STUDENT**? Students are eligible for assistance as **an adult vocational training student** if they have not received & completed AVT assistance through the Spokane Tribe Education Department in the past, regardless of how much time has passed, and currently do not hold an AVT degree, certificate, or license, regardless if a previous degree was or wasn't funded through the Spokane Tribe Education Department.

Wait, stop! Have you checked if your AVT program credits are transferrable? If they are, your program must follow the fall & priority higher education deadlines. If the credits are not transferrable, your application + supporting documents will fall under the short-term AVT established deadline.

- **Complete Spokane Tribe Adult Vocational Training application**
  - Each page must be filled out *completely*. Each signature line needs a legible signature.
  - Email and Social Security Number required.
- Copy of **2018-2019 Student Aid Report**
  - For both long-term and short-term programs
  - All pages of SAR must be submitted. Available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Copy of **certificate of Indian blood (CIB) and enrollment card**.
  - If your enrollment card is expired you will need to see Vicki Raymond, enrollment officer, to obtain a new enrollment card. You can contact her at [vickir@spokanetribe.com](mailto:vickir@spokanetribe.com). You must submit a copy of your CIB or enrollment card yourself. The STOI Enrollment Officer cannot submit this documentation for you.
- Copy of **high school diploma, GED, most recent college transcript**- whichever is applicable
  - **High school diploma** required on or before June 30<sup>th</sup>
  - **Most recent college transcript** must clearly show:
    - All college credits earned, attempted, term GPA and overall GPA
- Documentation of application to **two outside scholarships**
  - Documentation must be date and time stamped if you are submitting to STOI Education Department via email; confirmation must show student name. Outside scholarships that are being mailed are asked to be submitted to Program Manager as a copy of what you are mailing.
- Signed **acknowledgement form for policies & procedures**
  - Students can request an acknowledgment form in person during office hours if they are unable to obtain this via [spokanetribe.com/education](http://spokanetribe.com/education) under "printable documents" under tab policies & procedures
    - **Must be renewed annually for continuing students.**
- Program information & proof of enrollment in vocational school program
  - Must be official and not handwritten on a piece of paper by the student by means of brochure, college official email, or other information.
- Invoice on official business letterhead. Must show the following:
  - Dates of class/attendance; certificate/license to be received upon completion of program
  - Break down of costs for tuition, books, and supplies
- Copy of **upcoming class registration**
  - Some students may have this and some may not. Please make sure to keep in contact with Program Manager as to where you are at with registration. Often, universities and/or community colleges require students to attend a freshman orientation before class registration.



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Registration must be complete for schools to determine financial need via financial aid package.  
**If you do not register for classes with enough time for your school to complete your Needs Analysis prior to the beginning of the term you wish you start with your eligibility start date will move to the next term. Generally we ask that the Needs Analysis is able to be complete at least 30 days prior to the start of your first term. Please reference Registration/Final Grades page.**

Other documents may be requesting and are depending upon the amount of time that has passed since you last received assistance. These items will fall under “non-essential” items and will be requested after review of your adult vocational training application.