



# Spokane Tribe Education Department

## HIGHER EDUCATION/AVT APPLICATION 2016-2017

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

### HIGHER EDUCATION - DEADLINES

Annual Priority Deadline	May 15, 2016 by 4:30pm (Priority)
Fall Quarter/Semester/Term	May 15, 2016 by 4:30pm (Priority)
Winter/Spring Qtr/Sem/Term	Sept. 1, 2016 by 4:30pm (based on availability of funds)

**Applications mailed must be post-marked by the due dates indicated above.**

If you miss the Fall/Priority deadline, you will be eligible for Wtr/Spr funding; but, if you miss the Wtr/Spr deadline you will have to wait until the next school year.

### THERE ARE NO EXCEPTIONS TO THE DEADLINES.

### HIGHER EDUCATION

**THESE REQUIRED DOCUMENTS MUST BE SUBMITTED TOGETHER, ON OR BEFORE DEADLINES, TO BE CONSIDERED FOR FUNDING.**

CHECK OFF	DOCUMENTS REQUIRED
<input type="checkbox"/>	Spokane Tribe Higher Education
<input type="checkbox"/>	Copy of Student Aid Report (SAR) for 2016-2017 ( <i>this can take up to 6 weeks to receive, apply early</i> )
<input type="checkbox"/>	Complete the FAFSA as soon as possible. WA is a first-come, first serve state and funds deplete rapidly. Additionally, it can take up to 6 weeks for your FAFSA to be processed.
<input type="checkbox"/>	Copy of Certificate of Indian Blood (CIB), Enrollment Card, Official Verification ( <i>first-time students only</i> )

### REQUIRED DOCUMENTS THAT CAN BE SUBMITTED LATER:

**All documents should be submitted as soon as possible to complete your student file and avoid any delays in disbursement of funds.**

CHECK OFF	DOCUMENTS REQUIRED
<input type="checkbox"/>	Copy of HS Diploma, GED, College Transcripts - whichever is applicable
<input type="checkbox"/>	Copy of Class Registration/Schedule (must be submitted at the start of each qtr/sem/term)
<input type="checkbox"/>	2 outside scholarships: Copy of Application or Email Confirmation (name lists are not acceptable)
<input type="checkbox"/>	Acknowledgement Form for Policies & Procedures

### NEW STUDENTS - REQUIRED DOCUMENTS:

CHECK OFF	DOCUMENTS REQUIRED
<input type="checkbox"/>	Copy of College Acceptance Letter
<input type="checkbox"/>	Personal letter outlining your educational goals
<input type="checkbox"/>	Copy of proof of completion of Freshman Orientation (if applicable)

***Keep this page and use as a check off tool to track your progress in submitting required paperwork.***

**AN INCOMPLETE FILE WILL DELAY YOUR FUNDING.  
A NEW APPLICATION (HIGHER ED.) MUST BE COMPLETED EACH YEAR.**



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### I THINK I WANT TO GO TO COLLEGE, WHERE DO I GO FROM HERE?

Below is a *generalized* check off list to aid you in your college pursuit. Keep in mind this is generalized and should you have further questions, or need clarification, do not hesitate to contact me at 509-458-8005 or [brea.franco@spokanetribe.com](mailto:brea.franco@spokanetribe.com).

### GENERAL CHECK OFF LIST FOR HIGHER EDUCATION

	Research careers using the Occupational Outlook Handbook, visit <a href="http://www.bls.gov/ooh/">http://www.bls.gov/ooh/</a> or the Dept. of Labor's career search, visit <a href="http://www.mynextmove.org/">http://www.mynextmove.org/</a>
	Find a school (College Navigator - <a href="http://nces.ed.gov/collegenavigator/">http://nces.ed.gov/collegenavigator/</a> )
	Apply to your school of choice and adhere to their Admissions protocol, etc.
	FAFSA ( <i>Free Application for Federal Student Aid</i> ), visit <a href="http://www.fafsa.gov">www.fafsa.gov</a>
	Apply for an FSA ID <a href="https://fsaid.ed.gov/npas/index.htm">https://fsaid.ed.gov/npas/index.htm</a>
	Obtain your 2015 tax return, if you have not completed them, you can use 2014 taxes & make corrections later.
	Students under the age of 24, unmarried, non-military, no dependents - you will need your parents' tax information. For more info, visit <a href="http://www.studentaid.gov/dependency">www.studentaid.gov/dependency</a>
	Complete your FAFSA
	You can complete your FAFSA as soon as January 1st. WA state is first-come, first-serve, apply early!
	Inquire with your school about their FAFSA deadline, this can be different than the state deadline. Also, verify with your school on their definition of an "application deadline" - is it the date the college receives your FAFSA, or the date your FAFSA was processed.
	Upon completion of your FAFSA, you should receive your SAR (Student Aid Report) within three days to three weeks. Any necessary corrections should be made asap.
	Find/gather your HS Diploma, GED, or College Transcripts (whichever is applicable)
	Obtain, complete, and submit the Higher Education/AVT Application and required documents
	Ask employer if they have any assistance available
	Search for scholarships - below are some to get you started:
	The American Indian College Fund, visit <a href="http://CollegeFund.org">CollegeFund.org</a>
	Catching the Dream, visit <a href="http://CatchingtheDream.org">CatchingtheDream.org</a>
	The Association on American Indian Affairs, visit <a href="http://Indian-Affairs.org">Indian-Affairs.org</a>
	Indian Health Service Health Scholarship Grants, visit <a href="http://www.scholarship.ihs.gov">www.scholarship.ihs.gov</a>
	Native Ways Federation, visit <a href="http://www.nativewaysfederation.org">www.nativewaysfederation.org</a>
	American Indian Graduate Center, visit <a href="http://www.aigc.com">www.aigc.com</a>
	National Indian Education Association, visit <a href="http://www.niea.org">www.niea.org</a>
	American Indian Education Foundation, visit <a href="http://www.aiefprograms.org">www.aiefprograms.org</a>
	Scholarship Search Engines:
	<a href="http://www.scholarships.com">www.scholarships.com</a>
	<a href="http://www.kaarme.com">www.kaarme.com</a>
	<a href="http://www.fastweb.com">www.fastweb.com</a>
<b>TID BIT TIP</b>	Get to know your financial aid staff at your school & if they request any additional documents make this your priority. Delays in FA papers requested will delay your funding. Keep in mind they deal with a very high volume of students; additionally, one document request can lead to another, etc. Do not expect an expeditious turn around with your FA Office. They have established work days for task items that most likely will not coincide with your schedule.



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### HIGHER EDUCATION FINANCIAL ASSISTANCE

#### ELIGIBILITY REQUIREMENTS

*Enrolled member of the Spokane Tribe of Indians.	*Attain a H.S. Diploma or G.E.D.
*Enrolled in a 2 or 4 year accredited college.	*Must be in good standing with Federal Financial Aid.

#### UNDERGRADUATE STUDENTS

<b>TUITION</b>	<b>CAP \$8,500.00 per academic year.</b> Determined on an as-need/unmet basis. Per Policy all grants, scholarships, awards must first be applied to the tuition balance.
<b>BOOKS/SUPPLIES/TOOLS REIMBURSEMENT</b>	<b>CAP \$600.00 per academic year.</b> Must purchase upfront and submit receipts for reimbursement. Computers and laptops can be reimbursed; however, should you exhaust the cap and still need books for the remainder of the school year, it will be the student's sole financial responsibility.
<b>STIPEND</b>	<b>CAP \$3,000.00 per academic year.</b> Only disbursed during months school is in session. Must be a FT Student (minimum of 12 credits). Must work less than 31 hours per week.

#### GRADUATE STUDENTS

**Grad funding is contingent upon availability of funds and is NOT guaranteed.**

<b>TUITION</b>	<b>CAP \$10,000.00 per academic year.</b> Determined on an as-need/unmet basis. Per Policy, all grants, scholarships, awards must first be applied to the tuition balance.
<b>BOOKS/SUPPLIES/TOOLS REIMBURSEMENT</b>	<b>CAP \$600.00 per academic year.</b> Must purchase upfront and submit receipts for reimbursement. Computers and laptops can be reimbursed; however, should you exhaust the cap and still need books for the remainder of the school year, it will be the student's sole financial responsibility.

*The aforementioned line items are the only items that can be funded via Higher Education Funds.  
Any items outside of these parameters are considered unallowable costs.*

*\*For Room & Board, please refer to the Education Program Policies & Procedures for more details.*

**This page is for at-a-glance informational purposes only & does not replace the Policies & Procedures. Refer to the Policies & Procedures for all requirements/guideline information.**



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## HIGHER EDUCATION/AVT APPLICATION 2016-2017

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### ADULT VOCATIONAL TRAINING (AVT) FINANCIAL ASSISTANCE

#### ELIGIBILITY REQUIREMENTS

*Enrolled member of the Spokane Tribe of Indians.	*Provide proof of enrollment in a program.
*Application must be submitted 30 days prior to start of program.	
*If you withdraw from the program, you must notify the Program Manager and reimburse funds disbursed on your behalf.	*Upon completion of program must provide copy of certificate/license received.

**Refer to the Policies & Procedures for all requirements/guideline information.**

#### One Long-Term Program

<b>TUITION</b>	<b>CAP \$8,500.00 towards tuition.</b> 11 to 24 months Certificate/License
<b>BOOKS/SUPPLIES/TOOLS REIMBURSEMENT</b>	<b>CAP \$600.00 per academic year.</b> Must purchase upfront & submit receipts for reimbursement. Computers and laptops can be reimbursed; however, should you exhaust the cap and still need books it will be your sole financial responsibility.

#### One Short-Term Program

<b>TUITION</b>	<b>CAP \$4,000.00 towards tuition.</b> 10 months or less Certificate/License
<b>BOOKS/SUPPLIES/TOOLS REIMBURSEMENT</b>	<b>CAP \$600.00 per academic year.</b> Must purchase upfront & submit receipts for reimbursement. Computers and laptops can be reimbursed; however, should you exhaust the cap and still need books it will be your sole financial responsibility.

#### REQUIRED AVT DOCUMENTS TO BE SUBMITTED

CHECK OFF	DOCUMENTS REQUIRED
	Spokane Tribe Higher Education/AVT Application.
	Copy of Certificate of Indian Blood (CIB), Enrollment Card, Official Verification.
	Program information and proof of enrollment in program.
	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 of costs for tuition/books/supplies, etc.



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Please check which program you are applying for assistance:

HIGHER EDUCATION

AVT

### PERSONAL INFORMATION

Name (First, MI, Last)

Social Security Number

Other/Previous Last Name(s) used, if any (i.e., maiden name)

**Mailing Address** (where you want your checks and mail delivered while in school)

City, State, and Zip Code

**Permanent/Physical Address**

City, State, and Zip Code

Telephone

Alternate Phone

Email:

Sex:  Male  Female

Veteran  Yes  No

Marital Status: (married, single, divorced, etc.)

Dates of Military Service:

### FAMILY INFORMATION

Tribal Affiliation:

Enrollment #:

# of Dependents:

Names:

Ages:

Mother's Name:

Father's Name:

Address:

Address:

## ACADEMIC INFORMATION

SCHOOL NAME/LOCATION	DATES ATTENDED	MAJOR	DEGREE OR DIPLOMA/YEAR RECEIVED
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### HIGH SCHOOL


### GED

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### COLLEGE OR VOCATIONAL/BUSINESS TRADE SCHOOL


Have you ever received assistance from the Higher Education and/or AVT program(s) before?	<input type="radio"/> Yes	<input type="radio"/> No	If so, dates:
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## HIGHER EDUCATION FUNDING PERIOD

**Complete only if you are seeking Higher Ed. funding. If AVT, disregard & go to next section.**

Funding is being requested for 2016-2017:       Part-time       Full-time

Entire Academic Year       Fall Only       Winter Only       Spring Only

Year in College: (must mark one)	<input type="radio"/> Fresh.	<input type="radio"/> Soph.	<input type="radio"/> Junior	<input type="radio"/> Senior
	<input type="radio"/> Grad			

Name of College Attending:

Address of College:	Phone Number:
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Major/Field of Study or Area of Interest:	Minor:
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Degree Sought	<input type="radio"/> AA/AAS	<input type="radio"/> BA/BAS	<input type="radio"/> Master's	<input type="radio"/> Doctoral
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Expected Graduation Date:

## ADULT VOCATIONAL TRAINING (AVT) INFO

Complete only if you are seeking AVT Funding. If Higher Ed., please disregard & go to next section.

Degree Sought	<input type="radio"/> CERTIFICATION	<input type="radio"/> LICENSE
Name of Vocational School Attending:		
Address of School:		Phone Number:
Type of Certification/License:		
Vocational: # of months for program:		
Expected Completion Date:		

### EMPLOYMENT

Are you currently employed?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> part-time	<input type="radio"/> full-time
Name of Employer (if employed):				
Address of Employer:				
What is your anticipated employment status while in school?	<input type="radio"/> PT	<input type="radio"/> FT	<input type="radio"/> Unemployed	<input type="radio"/> Unknown

### STATEMENT OF EDUCATIONAL PURPOSE

I declare that I will use any funds I receive under the Higher Education or Adult Vocational Training Grant Program solely for expenses associated with attendance at:	Name of Institution attending:
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### PRIVACY ACT

This information is provided to Public Law 93-579 (Privacy Act of 1974), December 31, 1974. Although furnishing personal information to this office is voluntary, failure to supply complete and accurate information may preclude the applicant from eligibility for assistance under this program.

This information is being collected to determine eligibility of individuals applying for services. This information will be used to produce statistical records required of the Office of Indian Education Programs. Response to this request is required to obtain a benefit.

I hereby certify that the above information on this form is true and correct to the best of my knowledge and consent to the release of this information to necessary agencies to complete my financial aid package. I request that any BIA grant awarded to me be mailed to me in care of the financial aid office of the institution. I will provide a copy of my grades or transcript to the Higher Education Office at the end of each academic term.

_____	_____
Student Signature	Date

## STUDENT AGREEMENT

Initials	Agreement Clause
	I agree to maintain a minimum GPA of 2.00 while carrying a minimum credit load of twelve (12) credits, as a full-time student. As a part-time or Grad student, I agree to maintain a minimum GPA of 2.00.
	I will make necessary reports regarding my progress and furnish any other information requested. Should I desire to change schools during the course of my study, I will notify the Education Program Manager (EPM) at least sixty (60) days in advance of the transfer. I am also aware I need to notify the EPM should I withdraw from school.
	I understand that if I withdraw from school, for any reasons, before the end of the term/quarter/semester, I am to refund to the Spokane Tribe Education Program all monetary awards disbursed/advanced to me during that term/quarter/semester before I qualify for any further awards.
	I understand that education grants are to cover any of my education expenses after all other grants and scholarships received have been applied first. If I receive any additional outside funding - from sources such as delayed financial aid or scholarships - after Tribal funding has been disbursed; I agree to and understand that I am to reimburse the STOI Education Program for any expenses paid on my behalf, i.e., tuition, books, and other fees.
	I agree, should I owe the STOI Education Program any reimbursement/refunds of monies, I authorize the STOI Education Program and the Superintendent of the Spokane BIA to withhold any trust income I may have in the future or take any means necessary for collection, until full credit has been received.
	I fully understand, that it is my responsibility upon completion of each qtr./sem/term to submit my grades as soon as possible; in addition to providing my next qtr./sem/term registration/schedule. I understand a delay in providing these documents can delay my funding.
	I fully understand, that each school year, I am required to complete a new application/student agreement in order to complete my education file.
	I am signing in agreement that I have received the new 2016-2017 Higher Education/AVT application and a copy of the Policies and Procedures from the Education Department. I understand the 2016-2017 deadlines are as follows: For Fall 2016 the deadline is May 15, 2016 and for Winter/Spring 2016-2017 the deadline is September 1, 2016. I understand there are no exceptions to the established deadlines and failure to submit my application by the applicable deadlines will result in being ineligible for that term or current years' funding. I understand there are no exceptions.
	I have read the Spokane Tribe of Indians Education Department Policies and Procedures and agree to abide by all policies and procedures set forth in order to remain eligible for Higher Education and/or AVT funding/assistance.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_ Date

Education Program Manager \_\_\_\_\_

\_\_\_\_\_ Date



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#### RELEASE OF INFORMATION

Under the Federal Privacy Act of 1974, Federal Agencies cannot release your personal information without your authorization and the Spokane Tribe Education Program is subject to these restrictions.

A release from students allows the Education Program to explore alternative sources of assistance that may aid the individual student. Your application and records are considered privileged information and will be kept confidential.

I have read and understand that the above statement regarding my Privacy Rights and the purposes for which information about me will be used by the Spokane Tribe Education Program Staff.

I authorize the release of information about myself and my educational background to the Spokane Tribe Education Program to help me secure financial assistance.

Yes

No

Print Name \_\_\_\_\_

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

Date \_\_\_\_\_

Brea Franco, Education Program Manager \_\_\_\_\_

Date \_\_\_\_\_