

Dear AVT Applicant:

Attached is the Adult Vocational Training Application for the academic year. The Pre-Application Deadline is May 1st and students that meet this Pre-Deadline will receive an incentive which could be use towards their college travel assistance. The regular application deadline is **July 15th** for the Fall semester and for the Spring semester by **December 27th** by 4:30 p.m.

You need to read and understand the guidelines in this application. Please read your Adult Vocational Training Handbook. Complete all the information on this application and sign all forms. Incomplete application or forms will not be considered for funding.

The Education Department requests that you submit any change of address to the department within 10 working days to prevent any interruption in funding. Please provide a mailing address for regular correspondences from our office.

Please be advised any award you may receive maybe subject to an adjustment due to the funding provided by the Bureau of Indian Affairs. In the event funding changes all applicants will be notified by mail.

Please feel free to contact our office for any questions or inquires at: 406-768-5136 or 800-799-2926, Fax 406-768-3556.

Please return application to: **Fort Peck Tribes Education Department**
P.O. Box 1027
Poplar, MT 59255

The following staff is available to assist with the application process:

Neil Taylor, Director

Janet Escarcega, Program Assistant

Ada Talks Different, Data Analyst

**ADULT VOCATIONAL TRAINING
Scholarship Application Checklist**

If you are a continuing student (a student who has received assistance this academic year, and have a completed file in our office) fill out and return only those marked with an asterisk (*). The Pre-Application deadline is May 1st. Regular application deadline is July 15th for Fall & December 27th for Spring semester. **Absolutely no faxed applications will be accepted.**

- _____ *1. Adult Vocational Training Application
- _____ *2. Privacy Act Form
- _____ *3. Copy of most recent college transcript (s)
- _____ 4. Certificate of Indian Blood
- _____ 5. Copy of your high school diploma, or GED
- _____ 6. Copy of acceptance letter from the school you are attending
(No provisional acceptance letters will be accepted)
- _____ *7. Copy of your current Student Aid Report (SAR, PDF Version)
- _____ *8. Copy of College Award Letter (as soon you receive it)
- _____ *9. Financial Needs Analysis (Student completes Part 1, the financial aid officer completes Part 2 then sends it to the Education Department).
- _____ 10. Verification of enrollment (a letter or class schedule to be signed by the Registrar or stamped with the school seal).
- _____ 11. Student Agreement Form
- _____ 12. Marriage License
- _____ 13. Copy of Birth Certificates, Social Security Cards, Certificates of Indian Blood for you and all family members you claim as dependents.
- _____ 14. Military discharge papers.
- _____ 15. For applicants over 35 years of age, a copy of recent physical is required.

NOTE: ALL DOCUMENTATION IS DUE INTO THE EDUCATION DEPARTMENT BY 4:30 P.M. JULY 15 (FALL) OR DECEMBER 27th (SPRING) – NO EXCEPTIONS.

STATE OF EDUCATION PURPOSE:

I Declare that I will use the funds I receive under the Fort Peck Assiniboine & Sioux Tribes Higher Education Scholarship program solely for the expenses connected with the attendance at **(NAME OF INSTITUTION):**

I hereby certify that all the information provided on this application is true and correct to the best of my knowledge and consent to the release of this information to the necessary agencies to complete my financial aid package. I request that any scholarship awarded to me be mailed to the financial aid office at the institution named above. I also understand that it is my responsibility to ensure my end of semester/quarter grades are submitted to the Education Department by the deadlines listed below.

SIGNATURE OF STUDENT: _____ DATE: _____

SEMESTER/QUARTER GRADE DEADLINES

Students are required to submit their grades to the Fort Peck Tribes Education Department by the following deadlines:

Fall Semester – January 10th

Spring Semester – June 10th

NOTE: For students on a Quarter terms you must submit your grades within 15 days of end of each quarter.

Your Higher Education Scholarship will be suspended if we do not receive your grades by the deadline. If you encounter a problem and you cannot get your grades to the Education Department by the deadlines you must submit written documentation stating the reason from the Registrar’s Office.

Students are required to read and understand the Fort Peck Tribes Education Department Student Handbook Policies each and every new academic school year for updates/changes. The policies in the Handbook will be enforced. If you do not receive a Handbook with your application packet please call the Education Department and one will be mailed to you or if you have any questions please feel free to call: 1-800-799-2926 or 406-768-5136.

**FINANCIAL NEEDS ANALYSIS
PART I - To be completed by student**

NAME: _____ SSN: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____

I understand and agree to apply for all and any campus based aid that I am eligible for to be considered for a Tribal Higher Education Scholarship. I agree to submit all the necessary forms to my college's financial aid office by due date.

Signature: _____ Date: _____



PART II - To be completed by Financial Aid Officer

Please complete the information below and return it to our office by July 15, 4:30 p.m. even if the student's financial aid package is not complete. Once it is complete please send revised information to our office as soon as possible. Thank you.

- A. Budget Period: _____ 20____ To: _____ 20____
 B. Student Status: Independent Dependent
 C. Term: Quarter Semester Tri-Semester Other
 D. Funding Period: Fall _____ Winter _____ Spring _____

**COST OF ATTENDANCE AND CAMPUS BASED AID PLUS OTHER RESOURCES
Please list costs separately**

TUITION:	\$ _____	SPOUSE CONT.	\$ _____	PELL:	\$ _____
FEES:	\$ _____	PARENT CONT.	\$ _____	SEOG:	\$ _____
BOOKS:	\$ _____	STUDENT CONT.	\$ _____	SSIG:	\$ _____
ROOM:	\$ _____	VETERANS BENF.	\$ _____	CWS:	\$ _____
BOARD:	\$ _____	VOC. REHAB.	\$ _____	UNSUB LOAN:	\$ _____
TRANS.	\$ _____	SOCIAL SECURITY	\$ _____	SUBSIDIZED	\$ _____
PERSONAL	\$ _____	STATE (INDIAN)	\$ _____	PERKINS	\$ _____
OTHER	\$ _____	OTHER (SPECIFY)	\$ _____	SCHOLARSHIP	\$ _____
TOTAL EXPENSES:	\$ _____	TOTAL RESOURCES:	\$ _____		

E. We verify that this student's unmet financial need is: \$ _____

F. INFORMATION REGARDING CAMPUS – BASED AID:

- 1. Student has, has not applied for campus based aid.
- 2. Student applied on _____, 20_____.
 Application was: Complete Incomplete
 Application was submitted: On time Late
- 3. Student’s financial aid package is: Complete Incomplete
- 4. If student is not eligible for campus – based aid please provide reason: _____

G. Is student Pell eligible? Yes or No If No reason: Suspended Appeal Pending
 At Limit (150% Rule) At Limit (Pell)

H. SIGNATURE: (FINANCIAL AID OFFICER)

NAME	DATE	TELEPHONE
COLLEGE	ADDRESS	

I. MAKE CHECK PAYABLE TO: College Name Student Name & ID

J. Attention Office of: Financial aid Accounts Receivable Bursar’s office



FINANCIAL AID OFFICER INFORMATION & DIRECTIONS

- Section A – Our academic year is from September to May.
- Section B – Student status please check one.
- Section C – Please check your college’s terms.
- Section D – Please provide funding periods.
- Section E – This is your verification of student’s unmet need.
- Section F – Please provide any campus – based aid information.
- Section G – Pell eligibility information.
- Section H – Please sign and provide us with check mailing address.
- Section I – Please let us know how check should be made out (i.e. College or Student Name)
- Section J – Please indicate which office the check should be mailed attention to.

PLEASE SUBMIT TO THE TRIBAL EDUCATION OFFICE BY **JULY 15**, FOR THE ACADEMIC YEAR. Even if this student’s financial aid packet is not complete by the end of May. Please provide as much information as possible.

PLEASE MAIL TO: **FORT PECK TRIBAL EDUCATION DEPARTMENT
P.O. BOX 1027
POPLAR, MONTANA 59255**

FOR ANY QUESTIONS PLEASE CALL: 406-768-5136, 800-799-2926
or 406-768-3556 FAX

PRIVACY ACT FORM

TO BE INITIALIZED BY APPLICANT

I agree to attend the school indicated on this application. I agree to follow all rules, regulations and attendance requirements of the school. To the best of my ability I will satisfactorily complete the study which I have selected. I further agree to utilize all funds issued to me from the Fort Peck Tribes Higher Education Scholarship Program for educational purposes or repayment will be made to the Fort Peck Tribes. I authorize the school to release my grades, attendance, and income information to the Fort Peck Tribes Education Department _____
(Initials)

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT:

1. The authority for solicitation of the information on this form is 25 U.S.C. 13 (42 Stat.208) and P.L. 84-959 (70 Stat. 986) as amended by P.L. 88-230 (Stat. 471, 25 U.S.C. 309).
2. Disclosure of the requested information is to determine your eligibility for financial aid.
3. The purpose of this information collection is to determine your eligibility for financial aid.
4. The routine use of this information is by Tribal Education Officials and school financial aid offices to evaluate your request to assist you during your education.
5. Failure to provide requested information may result in a delay or denial in receiving a Higher Education Scholarship.

I have read the above statement. I agree to provide the required information and authorize the use of such information to be the extent of the purposes specified in the statement.

Applicant's Signature

Date

STUDENT AGREEMENT FORM

The Fort Peck Tribes Education Department's Board of Directors requires all students in the Adult Vocational Training program to sign this agreement. Please read each item below then sign your initials next to each item, indicating that you have read that item.

_____ I agree to read and understand my Adult Vocational Training Program Handbook.

_____ I will call the Education Department if I do not understand any items within the Handbook.

_____ I understand the deadline to turn in my semester grades is **January 10th** for the Fall and **June 10th** for the Spring. (Quarter term students have 15 days after quarter ends). **Failure to turn in grades by the deadline will result in automatic suspension.**

_____ I acknowledge it is my responsibility to ensure grades are submitted to the Education Department.

_____ I acknowledge the deadline date to turn in my scholarship applications is **July 15th**.

Please return this form along with your completed Adult Vocational Training (AVT) application to the Fort Peck Tribes Education Department and keep a copy for your records.

Student Signature

Date