

**STUDENT JOB PLACEMENT AND TRAINING SCHOLARSHIP PROCESS, TIMELINES AND REQUIREMENTS**

Applications and forms can be accessed at [www.cheyennenation.com](http://www.cheyennenation.com) Education Link

<b>SUBMIT TO THE TRIBAL EDUCATION DEPT.</b>	<b>DEADLINES FOR TRIBAL EDUCATION</b>	<b>ACTION</b>
*Job Placement and Training Application	Fall 12/1 Spring 10/1 Summer 4/1	Application Deadlines
*6th Semester high school transcript	Fall December 1	High School Seniors only
*Official high school transcripts	June 30 and October 1	
*GED	December 1 and October 1	
*Official College Transcripts	December 1 and October 1	
*One Page written educational goals	December 1 and October 1	
*Copies of Awards and Achievements	December 1 and October 1	
*3 letters of recommendations - no relatives	December 1 and October 1	
*Certificate of Indian Blood	December 1 and October 1	Tribal ID Card not accepted
*Copy of admission form for college(s)	December 1 and October 1	Application for Admission
*Proof of filing for Financial Aid (FAFSA)	December 1 and October 1	
*Copy of FAFSA/ full document	December 1 and October 1	Send to Tribal Ed Department
*Copy of SAR/ISAR/ESAR	March 31, Dec. 1 winter/spring	
*Copy of Acceptance Letter to College attending	June 30 Fall Dec1 winter/spring	
*Needs Analysis -Cost of Education and Resources	March 31, Dec. 1 winter/spring	Access from Financial Aid Office
*Official High school/ college transcript	June 30 Fall Dec1 winter/spring	

**KEY STUDENT REQUIREMENTS**

*Class Schedule	Upon Pre-Registration	No check until submitted
*Billing Statement	Upon Registration	No check until submitted
*Plan of Study-Signed by Advisor	Mid Term of 1st semester/Quart	No check until submitted
*Mid Term Progress/Attendance Report	Mid Term	No check until submitted
*14 quarter hours/16 semester hours for Freshman and Sophomord	Class Schedule to verify	Contact counselor if less credits are taken.
*16 quarter hurs/18 semester hours Juniors and Seniors		Documentation will be Required.
*Dropping a Class	Immediately	Contact counselor and Advisor before dropping class
*Plan of Study Changes	Upon adding or dropping a class	Contact counselor and advisor signature.
*Change of Major	Contact counselor	Approval Scholarship Committee
*Change of College	Contact counselor	Approval Scholarship Committee
Low grades - Less than 2.0 per class	Contact counselor	Can be suspended Appeal to Scholarship Com
*Lack of Attendance	Immediately	Can be suspended Appeal to Scholarship Com
*0.0 GPA	Transcripts/Grades	Automatic suppsion

		ACTIONS
*Incomplete Courses	Progress Report	Made up by the beginning of the student's next term
*Dropping/withdrawing	Contact Counselor	Tribal Ed must be notified before dropping or withdrawing. Failure to notify will be suspension
*Transfer Students	Grades/Transcripts	Must be making academic Progress in each course-12 credits
*Loans	Needs Analysis	Will not be reimbursed if student accepts and receives loans
Default on Loans	Needs Analysis	Will not be eligible for Job Placement and Training
ANY QUESTIONS ON THIS DOCUMENT: CONTACT YOUR COUNCSOR.		
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