

STUDENT JOB PLACEMENT AND TRAINING SCHOLARSHIP PROCESS, TIMELINES AND REQUIREMENTS

Applications and forms can be accessed at www.cheyennenation.com Education Link

| SUBMIT TO THE TRIBAL EDUCATION DEPT. | DEADLINES FOR TRIBAL EDUCATION | ACTION |
|--|---------------------------------------|----------------------------------|
| *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

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|--|---------------------------------|---|
| *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 suspinsion |

| | | 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. | | |
| jason.whiteman@cheyennenation.com | | Jason Whiteman 406-477-6643 |
| | | Fax: 406-477-8150 |
| | | 1-800-353-8183 |