

FINANCIAL AID PROCESS
JOB TRAINING AND PLACEMENT PROGRAM

The Northern Cheyenne Tribal Education Department and Vocational Training Program each have their own Financial Aid Process. Please use the following guide to help you complete all your documents to assure your funding will be ready when you register for training. **KEEP THIS PAGE FOR YOUR RECORDS AND INFORMATION.**

STUDENTS DO NOT DEPEND ON SOMEONE ELSE TO COMPLETE YOUR PAPERWORK
KEEP COPIES OF ALL YOUR DOCUMENTS

TELEPHONE NUMBERS: 1-800-353-8183 406-477-6567 406-477-6643 406-477-6770 406-477-6602 FAX: 406-477-8150
ADDRESS: NORTHERN CHEYENNE TRIBAL EDUCATION DEPARTMENT, P.O. Box 307, LAME DEER, MT. 59043
WEB PAGE: www.cheyennation.com

NORTHERN CHEYENNE TRIBAL EDUCATION
DOCUMENT REQUIREMENTS

TRAINING PROGRAM
REQUIREMENTS

- | | |
|--|---|
| Filled out and submitted Tribal Education application
December 1 Fall, October 1 Spring, April 1, Summer | Decide on community college, vocational training school by OCTOBER 1 st . |
| 6 th semester high school transcript (graduating senior)
Deadline: December 1. | Applied for admission or re-admission (send admission fee) |
| Official College/High School Transcript / copy GED Scores. Deadline: June 30. | Applied for Financial Aid |
| One written page – Educational Goals | Returned all required completed forms to the financial aid office at the votech or community college by DEC. 1. |
| Copy of Degree of Indian Blood Certificate (no cards) | Student applied for housing and sent in deposit (Deposit is the responsibility of the student) |
| Copy of application for Admissions from training program | Send official high school/college or GED scores to the admissions office |
| Acceptance letter from Training Program (June 30) | Assure the financial aid office has received all required documentation. Sign 3 rd party release form for financial aid. |
| Proof of filing for financial aid. FAFSA due before December 1. Can apply for FAFSA, Oct 1. | Applied or re-applied for the Indian Fee Waiver |
| Copy of SAR/ISAR/ESAR (March 31)
*Tax Transcript if verified. | Transfer students must request a Transcript Evaluation |
| Individual Self Sufficiency Plan | Take required placement tests. |
| Needs Analysis Due by March 31 for Fall Semester
December 1 for Winter Quarter/Spring Semester | Sent immunization records to the votech or community college. |
| Parent and student apply for User ID and Password to access Financial Aid Information. Remember your User ID and Password. Do Not Lose. | |
| Recommend new and transfer students attend orientation Sessions at their selected institutions. | |

DEADLINE DATES: BEFORE
DECEMBER 1ST – FALL QUARTER/SEMESTER
OCTOBER 1ST – WINTER /SPRING QUARTER
SPRING SEMESTER
APRIL 1ST SUMMER SESSION

***FAXED APPLICATIONS WILL NOT BE ACCEPTED.**
***FEDERAL EXPRESS MUST BE DATED BEFORE**
THE DEADLINES. Documents must be in the office by
the deadline date.
***ON-LINE APPLICATION DOCUMENTS MUST BE**
MAILED TO THE TRIBAL EDUCATION
DEPARTMENT

Revised 6/7/19

**JOB PLACEMENT AND TRAINING APPLICATION
NORTHERN CHEYENNE TRIBAL EDUCATION DEPARTMENT
P.O. BOX 307
LAME DEER, MONTANA 59043**

(406) 477-6567 (406) 477-6602 (406) 477-6643 (406) 477-6770 Fax (406)477-8150 1-(800) 353-8183

Last Name _____ First Name _____ Middle _____ Maiden _____

Permanent Address _____ Current Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Social Security _____ - _____ - _____ Enrollment Number/Degree _____

Date of Birth _____ Telephone Number _____ Sex: Male () Female ()

Marital Status: S () M () W () D () Separated () Type of High School: BIA () Tribal Contract () Private ()

Public () High School Attended: _____ Year Graduated _____

GED () Home Schooled () Date Received _____

Vocational Training Requested: _____

Name of Institution _____ Fall () W () SP () SU () Year _____

City _____ State _____ Zip _____

Have you ever attended another college or training program? _____ Yes _____ No If yes, Where? _____
Transfer students must do a transcript evaluation.

Have you been funded by the Tribal Education Department? _____ Yes _____ No If yes, what year? _____

DEPENDENTS WHO WILL BE LIVING WITH APPLICANT AT SCHOOL

Name _____ Relationship _____ Birth Date _____

Name _____ Relationship _____ Birth Date _____

Name _____ Relationship _____ Birth Date _____

STATEMENT REGARDING DISCLOSURE OF PERSONAL INFORMATION

Disclosure by you of your social security number, transcript or school grades, medical records, income information, veterans status, arrest record, debt, disability evaluations and other information which may have a bearing on your application for schooling is voluntary. Failure to provide requested material may result in a delay or denial in receiving educational assistance. The authority which authorizes collection of information is: CFR 25, 34.2 USC 13 and 309 831 AM 4. The information will be used to determine eligibility for services. It will be used by the Tribal Education Department and school counselors to evaluate your request and assist you before and during your schooling. After completion of college, parts or all of the information in your application will be provided to employers who are considering you for employment. The application will be used in a routine manner by counselors working with you who need background information and by those people involved in financial control that need budgeting information contained in the application.

I AUTHORIZE THE USE OF INFORMATION IN THE ABOVE MANNER:

Signature _____ Date _____

E-Mail Address
6/4/19

NORTHERN CHEYENNE TRIBAL EDUCATION DEPARTMENT

MUST BE COMPLETED BY THE APPLICANT TO BE ELIGIBLE FOR A SCHOLARSHIP

RELEASE OF INFORMATION FROM THE VOCATIONAL TRAINING SITE.

Vocational Training Institute

City

State

Zip Code

Student Name (please print name)

Social Security #/ Student I.D

Date of Birth

I hereby apply for and agree to attend the Vocational Training Institute indicated above. I will carry at least 12 or more credit hours, as required in my course of study or 30 clock hours. I will to the best of my ability satisfactorily complete the courses which I have selected. I further agree that the Tribal Education Funds will be used for educational purposes or repayment will be made to the Tribal Education Department. I understand that the PELL and other funding available to me will be included when computing my financial aid package, and I agree to use funding for purposes intended. **I Authorize the Vocational Training Institute to release grades, mid term progress reports, attendance information and I consent to release financial information to a third party. Information can be sent to the Northern Cheyenne Tribal Education Department, Box 307, Lame Deer, Mt. 59043 or Fax to (406) 477-8150**

SIGNATURE

DATE

Vocational Training Institute

City

State

Zip Code

Student Name (please print name)

Social Security #/ Student I.D

Date of Birth

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SIGNATURE

DATE

STATEMENT OF PRIVACY

The Privacy Act of 1974 requires each federal agency that maintains a system of information on individuals to inform those individuals as to:

- A. The authority whether granted by statute, or by executive order of the President which authorizes the solicitation of the information and whether disclosure of such information is mandatory or voluntary;
- B. The principal purpose or purposes for which the information is intended to be used;
- C. The routine uses which may be made of the information, as published pursuant to Paragraph (4) (D) of this subsection and
- D. The effects on him/her, if any, of not providing all or any part of the requested information.

The Northern Cheyenne Tribal Education Department Higher Education and Job Placement and Training Program operates under the general authority of 24 USC Chapter 13, 42 Stat. 208 P.L. 67-85 with specific legislation contained in 25 USC, Subchapter E, part 32 Administration of Education Loans, Grants and Other Assistance for Higher Education. In Accordance with the accountability required for administration of the funds appropriated for the program and in order to provide services to recipients and to declare eligibility, certain information is required of applicants. This form solicits the required information. Use of personal data will be available to authorized sources upon request. The applicant should understand that the intent of collecting and maintaining this data on individuals is for determining eligibility of the applicant and to provide the means for producing certain statistical records required of this office. Failure on the part of the applicant to provide the requested information will preclude the applicant from eligibility in obtaining higher education or vocational training scholarships under this program.

I have read the statement or privacy listed with the application form. I hereby provide the required information and authorize the use of such information to the extent of the uses specified in this statement.

WITNESS

SIGNATURE OF APPLICANT

ADDRESS

DATE

INDIVIDUAL SELF SUFFICIENCY PLAN (ISP)

Name: _____ **Social Security Number:** _____

Address: _____ **Telephone** _____ **E-Mail** _____

Tribal Membership: _____ **Enrollment Number:** _____

Education: High School _____ **GED:** _____

Previous Training: _____ **Address:** _____

Post Secondary Education: _____ **Address:** _____

Previous Employment: _____

WIA Services: _____

Special Skills:

Request: Vocational Training: _____ **Job Placement:** _____ **On The Job Training:** _____

Goals: _____

Action Plan Individual: _____

For Office Use Only:

Tribal Education Action Plan: _____

RELEASE FORM FOR STUDENT

I _____ GIVE MY PERMISSION
(Signature)

**FOR INFORMATION TO BE RELEASED TO THE NORTHERN CHEYENNE TRIBAL EDUCATION
DEPARTMENT AT LAME DEER, MT.**

RELEASE FORM

I _____ GIVE MY PERMISSION
(Print Name)

**FOR MY PARENTS/GRANDPARENTS _____ TO ACCESS
INFORMATION FROM MY TRIBAL EDUCATION STUDENT FILES.**

SIGNED _____ DATE: _____
(Signature)

RELEASE FORM

I _____ GIVE MY PERMISSION
(PRINT NAME)

**FOR MY PARENTS/GRANDPARENTS _____ TO ACCESS
INFORMATION FROM MY TRIBAL EDUCATION STUDENT FILES.**

SIGNED _____ DATE _____
(Signature)

JOB PLACEMENT AND TRAINING GUIDELINES

**STUDENT
ACKNOWLEDGEMENT**

THE ADULT VOCATIONAL GUIDELINES ARE VERY IMPORTANT TO YOUR SUCCESS IN COMPLETING YOUR TRAINING. IT IS VERY ESSENTIAL THAT YOU READ AND UNDERSTAND THE GUIDELINES TO ASSURE YOU STAY IN COMPLIANCE WITH THE JOB PLACEMENT AND TRAINING PROGRAM. THE GUIDELINES WILL ASSIST YOU THROUGHOUT YOUR EDUCATIONAL PROGRAM.

NO FUNDING WILL BE PROVIDED UNLESS THIS DOCUMENT IS SIGNED AND RETURNED TO THE TRIBAL EDUCATION DEPARTMENT WITH YOUR APPLICATION.

I HAVE RECEIVED AND READ THE JOB PLACEMENT AND TRAINING GUIDELINES. I UNDERSTAND MY RESPONSIBILITIES AND AGREE TO ABIDE BY THESE GUIDELINES .

SIGNED _____

DATE: _____

Revised 6/6/19