

JOB PLACEMENT AND TRAINING GUIDELINES

The following guidelines have been developed for a consistent Job Placement and Training Program. The Northern Cheyenne Tribal Education Department will utilize the Guidelines to provide comprehensive services to all eligible applicants. The guidelines will assist individuals with the application process and to stay in compliance with the Job Placement and Training Program.

I. ELIGIBILITY FOR JOB PLACEMENT AND TRAINING GRANT ASSISTANCE:

1. Enrolled members of the Northern Cheyenne Tribe residing on or near the reservation and supported by a certificate of Degree of Indian blood from the Tribe. **(NO TRIBAL ID CARDS)** Tribal ID Cards have an expiration date.
2. Enrolled members of the Northern Cheyenne Tribe residing outside the service area if funding is not available from another Tribal or Bureau of Indian Affairs Job Placement and Training Program.
3. Enrolled members of other Indian Tribes residing on the Northern Cheyenne Indian Reservation. The applicant must apply to their home agency first. If funding is denied, the applicant must provide documentation from their home agency concerning any previous scholarship services. Applicants must meet all the eligibility criteria within these guidelines.
4. Applicants must be eighteen (18) years old. Seventeen (17) year olds may be eligible for services provided they will attain the age of eighteen (18) by the time of enrollment.
5. Applicants must be a high school graduate or obtain a high school equivalency (GED) or Home School documentation before entering training.
6. Applicants must be enrolled and accepted in an approved vocational training institution or other regionally/nationally accredited institution that provides vocational training.
7. Applicant must have a financial need as determined by the financial aid office.
8. An applicant must be in need of training in order to **find and retain a job leading to self-sufficiency.**
9. An applicant must **be unemployed or under employed** and can benefit from employment assistance as determined by the Tribal Education Department.
10. An applicant must need training that will lead to permanent, gainful and meaningful employment

II .APPLICATION PROCEDURES:

1. All new applicants must submit the following documents:
 - a. A complete Northern Cheyenne Tribal Education Department Job Placement and Training Application Packet.
 - b. A one page written statement of Educational Goals explaining the need for the scholarship, plans after graduation ,choice of vocational institution, reason for choice, type of training and entry date
 - c. Certificate of tribal enrollment **(NO TRIBAL ID CARDS)**
 - d. One letter of reference (No relatives)
 - e. Copy of application form for admission from the training program. **(If filing on line, print out a copy to send to the Tribal Education Department)**
 - f. **OFFICIAL** high school transcripts, 6th semester transcripts for high school seniors, GED test scores, transcripts from colleges or other vocational training institutions, (If colleges will not send an official transcript, the college must submit a letter stating they do not send official transcripts.
 - g. **OFFICIAL** letter of acceptance/contract from the approved regionally/nationally accredited vocational training institution.

- h. Proof of filing for financial aid before the December 1, (Fall Quarter/Semester) or October 1 deadline (Winter/Spring Quarter/ Spring Semester) April 1(Summer) (FAFSA/Confirmation) If a student is verified a tax transcript must be submitted. **OCTOBER 1: STUDENTS CAN APPLY FOR THE FAFSA. Financial aid process begins.**
 - i. Copy of SAR/ISAR/ESAR – Due March 31. Needs Analysis deadline date – Due May 31.
 - j. Individual Self-Sufficiency Plan
 - k. Needs analysis completed by the financial aid officer at the vocational training institution. The needs analysis must include ALL Resources. **DUE BEFORE MAY 31 FOR FALL QUARTER/SEMESTER AND DECEMBER 1ST FOR WINTER/SPRING QUARTER/SPRING SEMESTER, SUMMER, MAY 1.**
 - l. **A separate needs analysis is required for summer funding.**
2. **Faxed applications will not be accepted. Students must start the application process early to avoid faxing paperwork. On line applications will be accepted.**
 3. **Federal Express applications must be postmarked before the December 1, October 1 and April 1 deadlines. The documents must arrive at the Tribal Education Department by the deadline dates. Students must appeal to the Scholarship Committee if the application is late.**
 4. Students must submit an official transcript by **June 30**. An unofficial transcript can be submitted pending the receipt of an official transcript. No funding will be provided until an official transcript is submitted to the Tribal Education Department.
 5. Students who withdraw for good cause and re-enter their training program must submit a letter requesting re-entry with a letter of re-admission into their same training program. A needs analysis must be completed by the Financial Aid Office.
 6. If a student does not attend training during the academic term or is denied funding, **a new application must be submitted.** Applications will remain active for each academic term.
 7. Students who do not complete their training program cannot re-enter into a different training program.
 8. Students must submit a class schedule, plan of study and billing statement for each quarter/semester before funding is released.
 9. Students who are in training/ college must be making satisfactory academic progress before they will be considered for funding. Student must have completed and passed 12 credits during the term.
 10. An approved application will be retained for the duration of their program.

DEADLINES FOR APPLICATIONS:

DECEMBER 1ST - FALL QUARTER/ SEMESTER.

OCTOBER 1ST - WINTER QUARTER/SPRING QUARTER/ SPRING SEMESTER

APRIL 1ST - SUMMER SESSION –A SEPARATE APPLICATION IS REQUIRED FOR SUMMER

TRAINING DEADLINES MAY VARY WITH INSTITUTIONS. THESE WILL BE TAKEN UNDER CONSIDERATION BY THE SCHOLARSHIP COMMITTEE

III. PRIORITIES:

First Priority will be renewal of scholarships to continuing students who are in good academic standing. Continued funding will be based on the submission of financial aid documents, an **official transcript** at the end of the training year and needs analysis by the required deadlines. Students who withdrew for good reason and with the approval of the Tribal Education Department will be considered as a re-entry into their same training program.

Second Priority will be those new applicants who are enrolled Northern Cheyenne tribal members residing on or near the Northern Cheyenne Indian Reservation. Selection will be based on previous academic achievement, cannot be in default on a student loan, letter explaining educational goals, need for grant, choice of school, plans after graduation, all official transcripts and any other awards or achievements. Trainee will submit a plan of study that identifies the courses for their field of training.

Third Priority enrolled Northern Cheyenne new applicants who reside outside the service area of the Northern Cheyenne Reservation. Applicants must meet the above criteria and submit a letter from the nearest Job Placement and Training service area (if one is available) or where funding is denied.

Fourth Priority will be other enrolled Tribal members residing on the Northern Cheyenne Indian Reservation who meet the application criteria in these guidelines. They must apply for services from their home agency first and be denied training services. Some exceptions might be considered. **Applicants will be considered only if funding is available.**

Fifth Priority will be those individuals requesting retraining in another field with supporting documentation

IV. Short Term Training:

1. Individuals who need assistance in short term training to enhance their employment or increase their job skills. Short term training will be for 6 months or less. Short term training will be funded **only once per individual**. Those students requesting short term training must complete the same application process as a regular applicant with the exception of filing for the FAFSA. (If funding is available).
2. Short term applicants must submit an application, letter of request, acceptance letter, cost of their training program, official transcripts (high school and college). Student must request training supplies and other costs associated with the training program. All cost must be approved by the Scholarship Committee.
3. Students must seek other sources of funding, such as, Job Service, loans, Vocational Rehabilitation funds, and Workforce Innovation and Opportunity Act funds.
4. Short term applicants will be considered at the monthly Scholarship Committee Meeting before the training starts. Exceptions can be made with justification and stated in the Scholarship minutes.
5. Short term applicants must complete their training and submit a certificate of completion. If a student does not complete the training they must reimburse the Job Placement and Training Program.

V. SELECTION PROCESS:

1. The Scholarship Committee shall make the final selection of qualified and eligible applicants. The Tribal Education Director and Counseling staff will assist with recommendations to aid in the selection process.
2. The Scholarship Committee will meet a minimum of three times per year to make selections for the academic year beginning with The fall term of each year. Job Training applications will be considered on a monthly basis depending on entry date.
3. **Incomplete applications will not be submitted to the Scholarship Committee.**

VI. FUNDING:

1. Job Placement and Training Program funds may be used to fund a general studies or a part time program if the classes are a part of their training program. It will be the responsibility of the student to pay for unrelated courses taken during their selected training program.
2. Part time funding means no less than 6 credit units per term in their training program.
3. All Job Placement and Training students must apply for all other sources of funding such as, PELL, LOANS, SEOG and SSIG. Income from these or other sources must be included in the trainee's budget. All sources of funding must be identified on the needs analysis to prevent an over award in funding.
4. The Tribal Education Department **will not** reimburse loans that have been accepted and received by the student. The student who accepts the loan will not receive Job Placement and Training funds from the Tribal Education Department if their unmet need is covered by the loan. Students who are in default on a student loan will not be eligible for funding.

5. Tools must be purchased by the student and may be reimbursed by the Job Placement and Training Program upon successful completion depending on the availability of funds. Receipts must be presented along with proof of completion. When tools are furnished by the institution, a basic set may be purchased for the student, if funds are available. The Scholarship Committee will make the final decision. Request must be presented within the same academic year upon graduation.
 6. The Tribal Education Department strongly recommends individuals remain in the state where they reside for their training program and attend public vocational training institutions. Funds will be limited to those instate costs. Also, pertains to short term training applicants.
 7. If an individual has been funded under a Job Placement and Training Program and applies and receives a Higher Education Scholarship, the number of quarters/semesters funded under the Job Placement and Training Program will be counted in determining the length of funding the individual will receive to complete a four year degree program. Note: The Montana University System expects students to graduate with minimum of 120/192 semester credits. Individuals must continue into a bachelors program within their same field or major. A transcript evaluation will be required to establish a plan of study for the completion of the four year degree program.
 8. Students may be funded under the Job Placement and Training Program if they have completed two years of Higher Education or have received their Associates Degree. The Scholarship Committee may consider one more service.
 9. Students who have completed a Job Placement and Training Program through the Tribal Education Department with a certificate will be considered a graduate and not eligible for Higher Education funds.
 10. On the Job Training services will be considered only if funds are available.
 11. Job Placement services will be considered only if funds are available.
 12. Students must report their academic standing by mid term to the Tribal Education Department. Checks will held until the mid-term progress/attendance reports are received to assure academic progress is being made.
- A. DISBURSEMENT OF FUNDS:**
1. No funds will be disbursed without a formal needs analysis from the financial aid office. Short term training applicants must submit the cost of education from the training program and identify all other funding resources.
 2. Subsistence grants for living expenses will be disbursed on a monthly basis or as agreed upon by the student and counselor. Other costs to be covered by Job Placement and Training are tuition, books and supplies directly related to the training.
 3. Any unpaid expenses incurred by the student for which the Tribal Education Department has disbursed funds will be the responsibility of the student. A copy of a billing statement is required. Students must submit a billing statement showing a zero balance before the last check is disbursed.
- B. DEFAULT:**
1. Any student receiving funds and failing to enroll will be required to reimburse the Job Placement and Training Program in full before any further services are considered or rendered by the Scholarship Committee.
 2. Any student withdrawing without good cause from their training program voluntarily or involuntarily may be terminated from the JPT Program and will be required to reimburse the program before consideration will be given for another service.
 3. Any student who fails or refuses to reimburse the program for funds in accordance with the above will not be considered for any further financial assistance.
 4. The Tribal Education Department shall refer all persons in default to the Tribal Attorney who will utilize the Northern Cheyenne Tribal Court to enforce collection procedures.
- C. Fraud**
1. The Federal Judicial system will be utilized in cases involving fraud. If a student falsifies any documents, the student will no longer be eligible for services through the Tribal Education Department.

VII. MINIMUM REQUIREMENTS:

1. The intent of the Job Placement and Training Program is preparation for employment. The program is not meant to serve as a preliminary to further education. Once a student has completed a training/certificate program, they are considered a graduate. Applicants must declare intent to accept full time employment as soon as possible after completion of their training.
2. The applicant must select a vocation or trade that can be completed within a six (6) months to 24 months. Nursing students can be funded for a thirty-six (36) month period.
3. Students must complete twelve (12) credits or thirty (30) clock hours with at least a 2.00 GPA in each course per quarter/semester. **Students must submit grade/student progress reports after each quarter/semester before any further funds will be disbursed.**
4. Any individual who enters training is required to make satisfactory academic progress. This will be determined by grades and mid term reports. Failure to make satisfactory academic progress due to reasons within the trainee's control may result in immediate suspension of training benefits.
5. Students who are discontinued because of a lack of attendance or insufficient academic progress will no longer be eligible for financial assistance. Before re-selection is considered, the individual must have completed twelve (12) credits with a 2.00 grade point average at their own expense. Students must request for re-instatement in writing, apply for financial aid and meet the program deadlines.
6. Students who voluntarily discontinue training without prior approval from the Tribal Education Department will no longer be eligible for financial assistance.
7. **DROPPING OR WITHDRAWING** from classes will not be allowed without the prior approval of the Tribal Education Department. The request to drop or withdraw from a class must be made to the Tribal Education Department in writing with a revised plan of study.
8. Individuals requesting re-training must provide medical justification from a physician. Applications for re-training will be reviewed and must be approved by the Scholarship Committee.
9. Students who transfer from another training program must submit all supporting documents for their new training program. Transfer students will not be considered for funding if they are not making academic progress which is completing 12 credits with a 2.0 GPA.
10. On-line learning classes must be a part of the training program selected and will be required to follow the school's requirements.
11. Job Placement and Training will not pay for repeat courses.
12. Incomplete courses must be made up by the beginning of the student's next term.
13. Students must submit their plan of study, class schedules and billing statement before funding can be released.

VIII. COMPLETION REQUIREMENTS:

1. Upon completion of the training program the individual must submit a final official transcript and a copy of their certificate/degree.
2. Employment information must be submitted when the trainee completes their program and is hired.

IX. MEDICAL COVERAGE:

1. **Medical coverage is not the responsibility of the Tribal Education Department.** Trainees must submit an Advanced Indian Data Sheet to the Northern Cheyenne Service Unit, P.O. 70, Lame Deer, Mt. 59043. Services can then be requested per their guidelines through contract care.
2. Students have the option to purchase medical insurance offered by the training institution. If the insurance is part of the cost of education, the student must waive it on line or pay out of pocket.

X. STUDENT FILES:

1. Student files become the property of the Tribal Education Department. Only authorized persons will be able to review the student's files and have access to the information. Students requesting copies of any specific information contained in the file must make a request in writing.
2. Students who are 18 years old must give written approval for parents/grandparents/guardians and others to access their information. Signed releases will be placed in the students file.

XI. APPEALS:

- A student has the right to appeal a decision made by the Tribal Education Department within ten (10) working days upon the receipt of a letter rendering a decision, such as, suspensions, probation and funding levels.
- * The student must appeal in writing to the Scholarship Committee in care of the Tribal Education Department, P.O. Box 307, Lame Deer, Mt. 59043
- The Scholarship Committee will address the appeal at their next monthly meeting
- The Scholarship Committee will rule on the decision at a monthly meeting.
- **The decision from the Scholarship Committee will be final.**

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