

**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

**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**
- | | 7<sup>th</sup> semester high school transcript (graduating senior)
- | | Official College/High School Transcript / copy GED Scores. by June 30.
- | | One written page – Educational Goals
- | | Copy of Degree of Indian Blood Certificate (no cards)
- | | Copy of application for Admissions from training program
- | | Acceptance letter from Training Program (June 30)
- | | Proof of filing for financial aid FAFSA before December 1.
- | | Copy of SAR/ISAR/ESAR (March 1)  
\*Tax Transcript if verified.
- | | **Individual Self Sufficiency Plan**
- | | **Needs Analysis Due before March 1 for Fall Semester  
December 1 for Winter Quarter/Spring Semester**
- | | **Apply for your User ID and Password to access your  
Financial Aid Information. Remember your  
User ID and Password. Do Not Lose.**
- | | Recommend new and transfer students attend orientation Sessions at their selected institutions.

- | | Decide on community college, vocational training school by OCTOBER 1 1<sup>st</sup>.
- | | Applied for admission or re-admission (send admission fee)
- | | Applied for Financial Aid
- | | Returned all required completed forms to the financial aid office at the votech or community college by DEC. 1.
- | | Student applied for housing and sent in deposit (Deposit is the responsibility of the student)
- | | Send official high school/college or GED scores to admissions office
- | | Assure the financial aid office has received all required documentation
- | | Applied or re-applied for the Indian Fee Waiver
- | | **Transfer students must request a Transcript Evaluation**
- | | Take required placement tests.
- | | Sent immunization records to the votech or community college.

**DEADLINE DATES: BEFORE**  
**DECEMBER 1<sup>ST</sup> – FALL QUARTER/SEMESTER**  
**OCTOBER 1<sup>ST</sup> – WINTER /SPRING QUARTER**  
**SPRING SEMESTER**  
**APRIL 1<sup>ST</sup> 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 5/10/16

**JOB TRAINING AND PLACEMENT 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 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Marital Status: S ( ) M ( ) W ( ) D ( ) Separated ( )

Date of Birth \_\_\_\_\_ Telephone Number \_\_\_\_\_ Sex: Male ( ) Female ( )

Type of High School: BIA ( ) Tribal Contract ( ) Mission School ( ) Private ( ) Public ( )

High School Attended: \_\_\_\_\_ Year Graduated \_\_\_\_\_ GED ( ) 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 AS STATED ABOVE:

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

E-Mail Address  
5/10/16



**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

**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 5/9/16**

NORTHERN CHEYENNE TRIBAL EDUCATION DEPARTMENT  
Box 307, Lame Deer, Mt. 59043

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 FOR PARENTS/GRANDPARENTS

I \_\_\_\_\_ GIVE MY PERMISSION  
(Print Name)

FOR MY PARENTS/GRANDPARENTS \_\_\_\_\_ TO ACCESS  
INFORMATION FROM MY TRIBAL EDUCATION STUDENT FILES.

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature)

RELEASE FORM FOR PARENT/GRANDPARENT

I \_\_\_\_\_ GIVE MY PERMISSION  
(PRINT NAME)

FOR MY PARENTS/GRANDPARENTS \_\_\_\_\_ TO ACCESS  
INFORMATION FROM MY TRIBAL EDUCATION STUDENT FILES.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature)

5/9/16

**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:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_