

## STUDENT JOB TRAINING AND PLACEMENT SCHOLARSHIP PROCESS, TIME LINES AND REQUIREMENTS

Application and forms can be accessed at [www.cheyennation.com](http://www.cheyennation.com) -Education Link

Submitted to the Tribal Education Dept.	DEADL LINE TO	ACTION
	<b>TRIBAL EDUCATION</b>	
*Job Training Application	March 1 and Oct.1	
*7th semester high school transcripts	March 1 and Oct.1	For high school seniors only
*Official High School Transcripts Or	March 1 and Oct.1	
*GED Scores.	March 1 and Oct.1	
*Official College Transcript	March 1 and Oct.1	
*One page educational goals	March1 and Oct.1	
*Certificate of Indian Blood	March 1 and Oct.1	Tribal Card not accepted
*Copy of admission for that was sent to to training Program	March 1 and Oct.1	
*Proof of filing for financia aid send copy of FAFSA to Tribal Education	March 1 and Oct.1	
*Official College Transcript	June 30/Fall Oct. 1 Wint./Spring	Continuing College students
*Official High School Transcripts	June 30/Fall Oct. 1 Wint./Spring	Graduating High school seniors
*Copy of SAR/ISAR/ESAR	June 30/Fall Oct. 1 Wint./Spring	
*Needs Analysis-Cost of Education and Resources	June 30/Fall Oct. 1 Wint./Spring	Access from Financial Aid Office
Individual Self Sufficiency Plan	June 30/Fall Oct. 1 Wint./Spring	
<b>Key Student Requirements</b>		
*Class Schedule	Upon Pre-registration	No check until submitted
*Billing statement	Upon Registration	No check until submitted
*Plan of Study-signed by Advisor	End of 1st Qt/Semster	No check until submitted
* No general studies classes	Class Schedule	Classes must be part of the training program.
*12 Credits with a 2.0 GPA	Class Schedule	
*Part time funding	Class Schedule	Must be at least 6 credits.
*Students must complete their training program		Student cannot enter a different training program.
*Mid Term Progress Report	Mid Term	No check until submitted
*Training Program completed within 3 months to 24 months	Plan of Study	Considered a graduate upon completion. Must seek employment
*Nursing students funded for 36 months	Plan of Study	
*Lack of Attendance	Attendance Reports Contact Counselor	Can be suspended Appeal to Scholarship Committee
*Lack of Academic Progress	Attendance Reports Contact Counselor	Can be suspended Appeal to Scholarship Committee
*Voluntary Withdrawal without approval from Tribal Education.	Notification by Training Program	Not eligible for further funding

*Change in Training Program	Contact Counselor	Approval Scholarship Committee
	Must be completed before the	
	2nd quarter or semester.	
*Dropping/withdrawing	Contact Counselor	Tribal Education must be
		notified before dropping
Transfer students	Grades/Transcript	Must be making academic
		progress- 2.0 GPA with 12 credits.