

STUDENT JOB PLACEMENT AND TRAINING SCHOLARSHIP PROCESS, TIMELINES AND REQUIREMENTS

Applications and forms can be accessed at www.cheyennation.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 Scores	December 1 and October 1	
*Official College Transcripts	December 1 and October 1	If Trainee went to college
*One Page written educational goals	December 1 and October 1	
*Certificate of Indian Blood	December 1 and October 1	Tribal ID Card not accepted
*Copy of admission form for Training Program	December 1 and October 1	Application for Admission
*Copy of Acceptance Letter from Training Program	June 30 Fall Dec1 winter/spring	Send to Tribal Ed Department
*Proof of filing for Financial Aid (FAFSA)	December 1 and October 1	Remember User ID and Pass Word
*Copy of FAFSA/ All Pages	December 1 and October 1	Oct 1. Can apply for FAFSA
*Copy of SAR/ISAR/ESAR	March 31, Dec. 1 winter/spring	Send to Tribal Ed Department
*Needs Analysis -Cost of Education and Resources	March 31, Dec. 1 winter/spring	Access from Financial Aid Office Students must request and sign a 3rd party release.
*Individual Self-Sufficiency Plan	December 1 and October 1	Send to Tribal Ed Department
KEY STUDENT REQUIREMENTS		
*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 Sem/Quarter	No check until submitted
*General Studies Classes	Class Schedule	Classes must be part of training Program
*12 credits with a 2.0 GPA	Class Schedule	Minimum Requirement
* Part Time Funding	Class Schedule. 6 Credits	Will be allowed. Contact Counselor
*Student must complete their training Program		Student cannot enter a different training program
*Mid-Term Progress/Attendance Report	Mid-Term	No check until submitted
*Dropping a Class/Withdrawing	Immediately	Contact counselor and Advisor before dropping class
*Training Program completed within 3 month to 24 Months	Plan of Study	Considered graduate upon completion. Must seek employment
*Nursing student	Plan of Study	Funded for 36 months
*Lack of Attendance	Attendance Reports	Can be suspended. Appeal to the Scholarship Committee
*Lack of Academic Progress Not less than 2.0 per class (C-)	Attendance Reports	Can be suspended . Appeal to Scholarship Committee
*Voluntary Withdrawal without approval from Tribal Education	Contact Counselor	Not eligible for further funding
* Change in Training Program	Notification by Training Program	
*0.0 GPA	Contact Counselor Transcripts/Grades	Approval Scholarship Committee Automatic suspension

		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 COUNSELOR:		
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