

# Ninilchik Traditional Council

## *Higher Education Grant Application*

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### **HIGHER EDUCATION GRANT APPLICATION CHECKLIST**

The following documents are **required** to complete your Higher Education Grant Application File at the Ninilchik Traditional Council. All documents must be on file, in the education department, **prior** to you being awarded a Higher Education Grant.

#### **Documents Needed:**

- Ninilchik Traditional Council Tribal Enrollment ~ photocopy of tribal card
- Certificate Degree of Indian Blood (CDIB)
- Application, Completed, Signed and Dated
- Signed Repayment Agreement
- Letter of Acceptance from the College or University selected
- Proof of College or University Enrollment
- College or University Accreditation Status
- Need Worksheet completed by the Applicant
- Budget Forecast from the Financial Aid Office
- Official Transcripts: High School or College ~ most current
- Student Aid Report ~ SAR (Free Application for Federal Student Aid [www.fafsa.ed.gov](http://www.fafsa.ed.gov))

**❖ BE SURE TO APPLY FOR ALL AVAILABLE FUNDING!**

**COMPLETED APPLICATION MUST BE RECEIVED BY THE NINILCHIK TRADITIONAL COUNCIL BEFORE THE APPROPRIATE DEADLINE.** (See page 13 for details) Mail, hand deliver, or fax your application to: Christina Pinnow, NTC Tribal Services Director, Ninilchik Traditional Council, P.O. Box 39444, Ninilchik, AK 99639, Phone: (907) 567-3313, Fax: (907) 567-3354, E-mail: [chris@ninilchiktribe-nsn.gov](mailto:chris@ninilchiktribe-nsn.gov).

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---

### **HIGHER EDUCATION GRANT APPLICATION**

All information requested is voluntary; however, failure to fully complete all applicable parts may delay processing this application or make it impossible to process at all.

This application is being made for the **2018-2019** Academic Year

**Circle:**      *Spring*      *Summer*      *Fall*      *Winter*

Name: \_\_\_\_\_ SSN# \_\_\_\_\_

Your Permanent Address: \_\_\_\_\_

Your Address at School: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-mail: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex:    *M*    *F*                      Number of Dependents: \_\_\_\_\_                      Veteran:    *Yes*    *No*

Marital Status:      *Single*      *Married*      *Divorced*      *Separated*

State of Residency: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_

Tribal Address: \_\_\_\_\_

High School: \_\_\_\_\_

Date of Graduation/GED: \_\_\_\_\_                      GPA: \_\_\_\_\_

Type of High School:      *Public*      *Private*      *BIA*      *Tribal*      *Mission*

University Selected: \_\_\_\_\_

University Address: \_\_\_\_\_

University Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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---

### **HIGHER EDUCATION GRANT APPLICATION...Continued**

Year in College:    *Freshman*    *Sophomore*    *Junior*    *Senior*    *Graduate*

Student Status: \_\_\_\_\_    *Full-time (12 credits or more per semester)*

College Residence:                          *On Campus*    *Off Campus*    *With Parents*

College Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Expected Degree:    *AA*    *BA*    *BS*    *MA*    *Other* \_\_\_\_\_

Have you ever received a BIA Higher Education Grant?    *Yes*    *No*

If yes, list the awarding organization(s) name and the term(s) awarded:

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If yes, number of semester and/or quarter hours earned: \_\_\_\_\_

**PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT:**

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974. Although furnishing personal information to this office is voluntary, failure to supply and complete accurate information may preclude the application from eligibility for assistance under this program. This information is being collected to determine eligibility of individuals applying for services. This information will be used to produce statistical records required of the Office of Indian Education Programs. Response to this request is required to obtain a benefit.

**Repayment Agreement:**

I \_\_\_\_\_, request that any BIA grant awarded me be mailed to the financial aid office of the College/University which I have selected. I declare that I will use any funds I receive under Ninilchik Traditional Council Bureau of Indian Affairs Higher Education Grant Program solely for expenses connected with my attendance at said institution. Furthermore, I agree to **REPAY** any Ninilchik Traditional Council Grant monies I have expended should I fail to enroll, be expelled from, or withdraw from school unless there are extenuating circumstances.

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*Higher Education Grant Application*

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**HIGHER EDUCATION GRANT APPLICATION...Continued**

***Transcripts:***

I \_\_\_\_\_ agree to provide an **official** transcript to the Ninilchik Traditional Council, Education department, **at the end of each semester.**

**Application Information:**

I hereby certify that the information submitted by me on this NTC, BIA Higher Education Grant Application is true and correct to the best of my knowledge and consent to the release of this information to the necessary agencies to complete my financial aid package.

**Release of information:**

I authorize the release of any or all information pertaining to my progress including: grades, transcripts, and/or scholastic achievements and financial information to the Ninilchik Traditional Council.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

(If applicant is under 18 years of age)

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**MISCELLANEOUS HIGHER EDUCATION INFORMATION**

**Health Services:**

It is a good idea to arrange for health services while you are away at school. If you are leaving Alaska, contact:

Contract Health Services  
Alaska Native Medical Center  
4141 Ambassador Drive  
Anchorage, AK 99508  
907-563-2662  
1-800-478-6661

They will inform you of the steps you must take to obtain health services in the Lower 48. You will need to inform them where you will be attending school.

You may need to inquire about student health insurance at your college or university. Find out if you are eligible for Indian Health Services in the area. It is important to do this right away to be prepared in case of an emergency.

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---

### **HIGHER EDUCATION STUDENT RESPONSIBILITIES**

As a participant in the Ninilchik Traditional Council's Bureau of Indian Affairs Higher Education Grant Program, you will have certain responsibilities which you must meet in order to remain eligible in the program:

- ✚ Apply for financial aid from your college and any resources for which you may be eligible: Veterans benefits, Alaska Student Loan Program, Private and Foundation scholarships and personal and/or family contributions.
- ✚ Sign up for a room on campus and pay your deposit early or arrange housing which is suitable to your needs and ability to pay.
- ✚ Check with your Financial Aid Officer about your Grant award when you arrive on campus for registration.
- ✚ Send an official copy of your grades or transcript to this office at the end of each term.
- ✚ Maintain in good standing.
- ✚ Notify this office of any change in your address or plans regarding school.
- ✚ Keep in touch. Let us know how you are doing. We will accept collect calls.
- ✚ Talk to your career counselor if you are having academic difficulties. There are usually support groups on campus which you may contact for advice and sharing problems.
- ✚ Work with an academic advisor to develop an academic plan to work toward your degree.
- ✚ Reapply for a scholarship grant every year.
- ✚ Notify this office when you graduate ~ we need to know the major and minor you received.

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---

### “STUDENT NEED WORKSHEET”

Name: \_\_\_\_\_ Date: \_\_\_\_\_

EXPENSES	SEMESTER OR QUARTER	SEMESTER OR QUARTER	SEMESTER OR QUARTER	TOTAL
Tuition/Fees				
Room/Board				
Books/Supplies				
Misc./Personal				
Transportation				
Other				
<b>TOTAL EXPENSES</b>				
INCOME/RESOURCES				
Personal Savings				
Personal Earnings				
Parent(s) Contribution				
Other Income Sources				
Federal Pell Grant				
Federal Stafford				
Federal Perkins				
Tuition Waivers				
Work Study				
Scholarships (List)				
<b>TOTAL INCOME/RESOURCES</b>				
			<b>TOTAL EXPENSES</b>	
			<b>TOTAL RESOURCES</b>	
			<b>TOTAL NEED</b>	

Please explain how you plan to pay for the remaining “Total Student Need” balance:

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**\*\* This “Student Need Worksheet” is the applicant’s estimation of his/her total need. This is to be used to assist the applicant in completing the Higher Education Budget Forecast which requires the signature of the Financial Aid Officer from the institution you have selected.**

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---

### **BUDGET FORECAST**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_  
 University Name: \_\_\_\_\_  
 University Address: \_\_\_\_\_  
 University Telephone: \_\_\_\_\_

EXPENSES	SEMESTER OR QUARTER	SEMESTER OR QUARTER	SEMESTER OR QUARTER	TOTAL
Tuition/Fees				
Room/Board				
Books/Supplies				
Misc./Personal				
Transportation				
Other				
<b>TOTAL EXPENSES</b>				
<b>INCOME/RESOURCES</b>				
Personal Savings				
Personal Earnings				
Parent(s) Contribution				
Other Income Sources				
Federal Pell Grant				
Federal Stafford				
Federal Perkins				
Tuition Waivers				
Work Study				
Scholarships (List)				
<b>TOTAL INCOME/RESOURCES</b>				
			<b>TOTAL EXPENSES</b>	
			<b>TOTAL RESOURCES</b>	
			<b>TOTAL NEED</b>	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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---

### **YOUR RIGHT TO APPEAL!**

Applicants' have the right to appeal those decisions made in regard to their eligibility for services and/or specific payment amounts. Applicants will have seven (7) working days to file their notice-of-appeal. Applicants' notice-of-appeal should be filed with the Tribal Services Director, at the Ninilchik Traditional Council (NTC) office.

**Informal Review:** The applicant meets to review and discuss the decision that is being appealed. The concerns of the applicant will be given a fair and attentive hearing, and every effort will be made to resolve any problems at the time.

**Formal Review:** If the "Informal Review" does not fully resolve all problem areas, NTC will conduct a formal review in accordance with the Bureau of Indian Affairs standards to include...

1. The formal review will be conducted by a person who was not involved in the decision being appealed. The appellant (person making the appeal) will be provided with all records on which the decision being appealed was based, and will have the opportunity to supplement those records with additional information or arguments pertinent to the decision in question.
2. If requested, or at the option of the person conducting the formal review, a formal hearing may be conducted. The appellant will receive reasonable notice to the time and place of the hearing, and will have the right to be assisted or represented by a person of his/her choice, including legal counsel, at the appellant's expense.
3. NTC's reviewing official will preside over any hearing, assuring that it is conducted in a businesslike and orderly manner. Each side will be given fair and equitable time to present all pertinent facts and figures. This will include the inclusion of additional documents into the record. Notes will be taken of the substance of the hearing and will be made part of the appeal record and made available to the appellant.
4. Within ten (10) days of referral to the review official or completion of the formal hearing, whichever is later, the review official shall render a decision in writing to appellant. Such notice will include a statement of the appellant's right to a further review by the BIA West-Central Alaska Field Station Field Representative, if requested in writing within ten (10) day of receipt of the reviewing official's decision.
5. The appellant must have fully exhausted all tribal appeal rights before the BIA will consider a review of the contractor (Ninilchik Traditional Council's) actions.

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---

### **HIGHER EDUCATION FUNDING INFORMATION**

It is your responsibility to obtain funding for your education. You will need to save money for transportation and miscellaneous costs that you may incur before you enroll in college. To be successful, you must learn to budget yourself to ensure that you have enough money to meet your expenses.

Since the Higher Education Grant Program is a **supplemental program**, you must research funding opportunities! During the process of preparing for college, it is crucial that you apply for financial aid from other sources. **The funds that you may receive from NTC will not be enough to meet your college expenses.**

#### **Basically, there are four (4) types of aid available:**

- ✚ Scholarships/ Grants ( this money need not to be paid back)
- ✚ Employment (work in exchange for tuition and fees)
- ✚ Loans (this money must be paid back with interest)
- ✚ Federal (FSEOG, Pell Grant, PLUS, etc...)
  - Federal Supplemental Education Opportunity Grant (FSEOG)
    - The FSEOG is a federal gift of aid administered by your institution of choice. Federal Pell Grant recipients with the lowest Estimated Family Contribution (EFC) are eligible for this federal program
  - Federal Pell Grant
    - The number of annual Pell Grant awards depends on the level of funding Congress allots to the program. The amount an individual student receives depends on the school cost, EFC, and whether you attend full time or part time.
  - Federal PLUS
    - State (Student Loan Program, FSEOG, etc...)
    - Institutional (Work Study, Alumni, Departmental, etc...)
    - Private (Alumni, Departmental, etc...)

#### **To receive more information regarding state sources, contact:**

##### **Alaska Advantage Programs**

##### **Alaska Postsecondary Education Commission**

Juneau, Alaska 907-465-2962

Anchorage, Alaska 907-269-7980

<http://alaskaadvantage.state.ak.us/>

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---

### **REAPPLYING FOR THE HIGHER EDUCATION GRANT**

**To remain eligible for continued funding, you must file for/turn in the following documents every year:**

- ✚ a new application
- ✚ a Student Aid Report (SAR)
- ✚ an “official” college transcript
- ✚ in December (mid-year) you can send or e-mail NTC an unofficial transcript of your grades along with your spring semester schedule
- ✚ an updated Budget Forecast, signed by the student and the Financial Aid Officer, and must be returned by the Financial Aid Office from the Institution the student is attending
- ✚ Class schedule (proof of enrollment)
- ✚ Signed Repayment Agreement (page 3 of Application)

Should your Grade Point Average (GPA) fall below a 2.0 you will be placed on academic probation. If you fail to bring your GPA up to the minimum grade requirement, you will not be eligible to receive funding. You will not be reconsidered for funding until you have funded yourself for twelve (12) semester credits or ten (10) quarter credits with a GPA of 2.0 or greater.

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### **Mid-Year Reminders for Continued Eligibility**

- **Fall (August 10th)** A New NTC Higher Education Grant Application must be submitted with:
  - A class schedule (proof of enrollment)
  - An updated Budget Forecast, signed by the student and the Financial Aid Officer of the Institution the student is attending. This must be returned by the Financial Aid Office
  - Signed Repayment Agreement
  
- **December (mid-year)** An “Unofficial” transcript of your grades, with a spring semester schedule. Please send this to NTC’s Tribal Services Department.
  
- **January 1<sup>st</sup> (if possible)** File a FREE Application for Federal Student Aid (FASFA) at <http://www.fasfa.ed.gov>, check with your nearest financial aid office, public library for an application. You may also stop by the NTC Tribal Services Department for assistance.  
After you file your FASFA you will receive your personal Student Aid Report (SAR). This is a summary of the financial aid you can expect to receive, and your official record that the federal processor received your FASFA application.

**☺ Don’t forget to have a copy of your SAR mailed to us at:**

Ninilchik Traditional Council  
Tribal Services Department  
P.O. Box 39444  
Ninilchik, Alaska 99639

- **Spring (end of the year)** An “Official” college transcript must be submitted to NTC Tribal Services Department.

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---

### **OTHER HIGHER EDUCATION GRANT DEADLINES AND INFORMATION**

#### **Higher Education Grant Deadlines:**

There are three (3) additional deadlines for the Higher Education Grant Application. To be considered for funding the applicant must submit a full application to the Ninilchik Traditional Council, Tribal Services Department no later than the date noted below.

- Fall Semester
  - **August 10<sup>th</sup>**
- Spring Semester
  - **December 10<sup>th</sup>**
- Summer Semester
  - **May 10<sup>th</sup>**

**Each applicant may receive no more than two (2) grant payments from Ninilchik Traditional Council in an academic school year (July-June). However all paperwork must be submitted to be considered for subsequent school years.**

Thank you for your interest in the NTC Higher Education Grant Application. We look forward to working with you. ☺

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