



# Sac & Fox Nation

## Education Department

920883 S. Highway 99, Stroud, OK 74079

Administration: Tel: (918) 968-3526

Learning Center: Tel: (918) 968-3526 - Fax (918) 968-0542

### ADULT VOCATIONAL TRAINING -DOI GUIDELINE AND APPLICATION

#### DEADLINE FOR GRANT APPLICATIONS

Fall Semester – June 30

Spring Semester – November 30

#### APPLICATION ELIGIBILITY CRITERIA:

Basic eligibility for the Adult Vocational Training Program is that you must be an enrolled member of a federally recognized tribe who resides within the Sac and Fox Nation's jurisdictional boundaries. You must be 18 years of age, except where the applicant has a High School Diploma or the applicant is married and has a GED certificate. **Only undergraduate students pursuing their Associate's Degree or technical certificate may apply.**

You must first apply for other educational resources through the school's Financial Aid Office. This should be done soon after the first of January preceding the fall semester in which you plan to enroll. All awards available through the Sac and Fox Nation's Education Program are based on the availability of funds.

#### The following documents must be submitted for the Adult Vocational Training Program:

- A completed grant application – please fill in all the blanks with the necessary signatures
- Provide a copy of your Certificate of Degree of Indian Blood (CDIB) card or a letter verifying tribal enrollment
- Copy of birth certificate
- Driver's license or proof of transportation
- Social Security Card
- Proof of residency (utility bill, rent receipt, lease agreement)
- Personal letter stating goals/objectives during school and after graduation
- High School transcript or GED certificate
- Letter of acceptance
- Completed Financial Needs Analysis Form – Top portion is to be filled out by the student and bottom portion must be completed by the school's Financial Aid Office. Make sure you have completed the **Free Application for Federal Student Aid (FAFSA) to determine Pell grant and other grant eligibility whether you think you qualify or not.** Without these results, your FNA form cannot be completed by the school's Financial Aid Office and SFN Higher Education office cannot determine funding need.

#### AVT PROGRAM ELIGIBILITY CRITERIA:

- Student must submit monthly progress reports and attendance records from the Vo-Tech school they are attending. **NOTE:** Student must have maintained a 2.0 GPA on a 4.0 scale and must have attended 80% of classes. **IF** a student fails to maintain a 2.0 GPA or fails to attend 80% of classes they will be suspended from the program for any future funding.

- If training is longer than 12 months the student must submit 1) a new Financial Needs Analysis form every six (6) months along with a copy of the class schedule for each semester.
- The selection of students will be determined on availability of funding. The Adult Education Department will screen applicants based on information submitted on the student's Financial Needs Analysis form.
- No more than one (1) repeat training service will be allowed. This will be determined on an individual basis. Repeat training services will be at a lower priority level. **(25 CFR. Ch.1, Subpart B, Administrative Procedures, Sec. 27.5 Selection of Applicants - #E).**
- Students who are funded under the AVT Program in one area of study but do not complete the program can only request funding one additional time in a different area of study. If the student does not complete the course of study the second time then that student will not be eligible for any additional funding through the Adult Education Department.
- The date the applicant has a complete file, the Adult Education Program will determine the applicant's eligibility for funding.

#### **APPEALS PROCEDURE:**

- The applicant must submit a written appeal within ten (10) business day from the date of disapproval of services to the Chief of Staff. The applicant will need to provide documents along with sufficient details to warrant reconsideration of denial/disapproval of application for services.
- The Chief of Staff will prepare a written statement within ten (10) business days to the applicant with a determination of his/her decision.
- If the applicant is not satisfied with the Chief of Staff's determination the applicant has ten (10) business days to submit a written appeal along with all supporting documents to the Sac and Fox Nation's Business Committee for consideration. The Business Committee will make a final determination within thirty (30) business days of receipt of the written appeal. **All decisions/actions taken by the Business Committee are final.**

#### **FUNDING AMOUNT AND PROCESSING OF PAYMENTS:**

Upon determination of funding, the Adult Education Department will process the equivalent of state tuition, books, and supplies to the respective school, **not to exceed \$600.00.**

#### **PROGRESS REPORTS:**

The student must submit monthly progress reports to the Adult Education Department to ensure that they are making satisfactory progress. If the student fails to maintain satisfactory progress, the student will be placed on academic probation and continued funding will be placed on hold until satisfactory progress is achieved.

#### **APPROVED TRAINING PROGRAMS:**

No assistance will be provided for any course of training exceeding twenty-four (24) months, **(with the exception of LPN/RN training).** LPN/RN training assistance will be provided up to thirty (30) months.

No assistance may be provided for occupations that require less than two (2) weeks of pre-employment training unless the training will result in immediate employment. **Proof of employment must be provided**

**CONFIDENTIALITY:** All records of applicants and grant recipients are confidential and will not be released to person(s) or educational institutions without prior written consent of the student.



**Sac and Fox Nation Education Department**

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Phone 918-968-3526 Fax 918-968-0542

**Adult Vocational Training (AVT) Application**

New ( )

Renewal ( )

APPLICATION REQUEST Fall 20\_\_\_\_ Spring 20\_\_\_\_

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

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_ Enrollment Number: \_\_\_\_\_

Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12 College \_\_\_\_\_

Course of Study: \_\_\_\_\_

Training Dates

From: \_\_\_\_\_ To: \_\_\_\_\_ (Attach school documentation of course description and duration)

Enrollment Status (circle one):      Full-Time      Part-Time

Have you ever received Tribal education assistance before?    Yes      No

If yes, give dates and schools attended: \_\_\_\_\_

Name and address of School: \_\_\_\_\_

\_\_\_\_\_

**Applicant: Please read carefully and sign below:**

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that it is my responsibility to submit a copy of my grades and class schedules to the Sac and Fox Nation Education Department. I have received a copy of the Adult Vocational Training Guidelines and questions pertaining to the program have been answered to my satisfaction. I understand that I must comply with all requirements of the program in order to receive continued funding by the Sac and Fox Nation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date