

# Northway Village Council

## Higher Education Program

### Policies and Procedures

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#### □ Important!

As NVC Higher Education funds are supplemental in nature, applicants are required to apply for all available College or University, Local or Private Foundations, State and Federal financial aid. You are required to utilize all available student and family resources before financial assistance from Northway Village Council can be considered.

#### □ Purpose

The purpose of the Northway Village Council Higher Education program is to FINANCIALLY ASSIST eligible residents of Northway who have enrolled and plan to attend an accredited College or University, and can demonstrate FINANCIAL NEED.

#### □ Eligibility

To be eligible for assistance an applicant must be:

- One fourth or more degree Native blood, if less than one-fourth, applicant must be enrolled to a Native Tribe.
- Enrolled to Northway Village.
- Currently enrolled and attending an accredited College and/or University as a full-time student.
- Two letters of reference
- Current transcript
- Copy of High school diploma or GED
- FULL-TIME STUDENT STATUS IS 12 OR MORE CREDITS. FUNDING FOR PART-TIME STUDENTS WILL BE DETERMINED BY NVC ADMINISTRATION.
- A letter of acceptance from school institute must accompany the application.
- IN FINANCIAL NEED AS DETERMINED BY THE INSTITUTIONS FINANCIAL AID OFFICER AFTER THE FOLLOWING SOURCES OF FUNDING HAVE BEEN UTILIZED.
  - Grants/scholarships from College or University, Local and Private Foundations, State and Federal resources.
  - Personal and/or family contributions.

#### □ Determination of Eligibility

An applicant's eligibility shall be determined by the staff of the Northway Village Council Education Department

#### □ Standards for Grant Application and Funding

- All applicants must have a COMPLETED grant application packet for current school year. (application packets are available at the NVC office)

- Continuing undergraduate students who meet the academic requirements will be given financial assistance first, with priority being given to juniors and seniors, then to applicants who have a completed file.

□ Academic Requirements and Progress Evaluations

- For continuation of funding under the Northway Village Council students must maintain a minimum 2.0 Grade Point Average while earning no less than 12 credit hours per term.
- All students who have been funded by Northway Village Council for more than two years will have their college transcripts reviewed for purposes of evaluating the student's progress. Attendance, initiative, and GPA must be satisfactory in order for NVC to determine if the student is making a sincere effort to complete his/her education goals.

□ Notification and Payment of Award

- As soon as it is practically possible, given the circumstances associated with the funding cycle, the Northway Village Council Higher Education Department staff will notify applicants in writing as to the approval or denial of their application. Notifications sent to applicants who are approved will specify the amount of the individual award.
- Payments of awards will be sent to the FINANCIAL AID OFFICE of the institution that the student will be attending. Such award will be in the student's name in care of the Institution.

□ Application Deadlines

The grant application and required items must be in the NVC education office no later than:

HIGHER EDUCATION

Spring Semester	November 15
Fall Semester	May 15

- ☐ If any of the above dates fall on a weekend, your application must be in the office or postmarked the last workday before the due date. (i.e. if the due date is on a Saturday, your application must be turned in, or postmarked on Friday, not the following Monday after the due date)
- ☐ To be considered for assistance, DO NOT MISS THESE DEADLINES.

### Privacy Act notice

Public Law 93-579: The Privacy Act of 1974 (5 USC 55a) requires Northway Village Council to inform each person from whom information is obtained, about the nature and purpose of the records. This includes Higher Education records that are maintained by Northway Village Council Educational Services.

The purpose of the forms and questions asked of you is to enable us to organize, staff, and provide Higher Education services to the people we serve. By giving the information we requested of you, we will be able to carry out our responsibilities to you more effectively and efficiently.

Information provided by you is held in confidence, and is only made available to other employees and other related agencies that have a need to know in the performance of their duties. In addition, certain data may be provided to local, state, federal, and other health and welfare facilities, and agencies on a need-to-know basis for continuation of services, to provide for a proper evaluation of your case file.

Data may also be made available to approved accreditation agencies and performance standard review organization of our system; to authorize research personnel with an approved research protocol when no personal identification data is included, and to the Department of Justice or other law enforcement agencies.

### Additional Required Items

In addition to completing this application, you are required to submit additional items and information in order for you to have a completed file. NO REVIEW OF YOU APPLICAION IN REGARDS TO DETERMINING GRANT OR SCHOLARSHIP AWARDS CAN BE DONE UNTIL YOUR FILE IS COMPLETE.

By signing this application you are agreeing to submit, or have submitted, all the items necessary to have a complete file ready for review.

□ Required Documents Checklist

Included with your completed application must be:

- Two letters of recommendation
- One letter of intent, interests, goals, and objectives from the applicant
- Official High School/College Transcripts
- Letter of Acceptance from School or Training Institute
- Copy of High School Diploma or G.E.D.
- Completed FAFSA (Free Application for Federal Student Aid)
- Budget Forecast from University Financial Aid Office
- Copy of CIB or a verification of Alaska Native Ancestry, both of which can be obtained from the NVC office.

**MUST BE TRIBALLY ENROLLED TO Northway Traditional Council Office**

Applicant Certification

I certify that the information contained in this application is true, complete and correct to the best of my knowledge and belief is made in good faith. I further certify that I will use any funds that I might receive pursuant to this application solely for the expenses related to attendance at the educational institution named on this form for the academic period covered by this application. I understand that I am responsible for repaying any funds I receive which cannot reasonably be attributed to meeting to meeting my educational expenses at the educational institution named on this form.

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Applicant Signature

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Date