

JOB TRAINING AND PLACEMENT GUIDELINES

The following guidelines have been developed for a consistent Job Training and Placement Program. The Northern Cheyenne Tribal Education Department will utilize the Guidelines to provide comprehensive services to all eligible applicants. The guidelines will assist individuals with the application process and to stay in compliance with the Job Placement and Training Program.

I. ELIGIBILITY FOR JOB TRAINING AND PLACEMENT GRANT ASSISTANCE:

1. Enrolled members of the Northern Cheyenne Tribe residing on or near the reservation and supported by a certificate of Degree of Indian blood from the Tribe.
2. Enrolled members of the Northern Cheyenne Tribe residing outside the service area, if funding is not available from another Tribal or Bureau of Indian Affairs Job Training and Placement Program.
3. Enrolled members of other Indian Tribes residing on the Northern Cheyenne Indian Reservation. The applicant must apply to their home agency first. If funding is denied, the applicant must provide documentation from their home agency concerning any previous scholarship services. Applicants must meet all the eligibility criteria within these guidelines. Funds will be provided only if funding is available.
4. Applicants must be eighteen (18) years old. Seventeen (17) year olds may be eligible for services provided they will attain the age of eighteen (18) by the time of enrollment.
5. Applicants must be a high school graduate or obtain a high school equivalency (GED) before entering training
6. Applicants must be enrolled and accepted in an approved vocational training institution or other regionally/nationally accredited institution that provides vocational training.
7. Applicant must have a financial need as determined by the financial aid office.
8. An applicant must be in need of training in order to obtain reasonable and satisfactory employment.
9. An applicant must be under employed and without the additional training would be subject to extreme hardship

II. APPLICATION PROCEDURES:

1. All new applicants must submit the following documents:
 - a. A complete Northern Cheyenne Tribal Education Department Job Training and Placement Application Packet.
 - b. A one page written statement of Educational Goals explaining the need for the scholarship, plans after graduation, choice of vocational institution, reason for choice, type of training and entry date.
 - c. Certificate of tribal enrollment
 - d. Copy of admission form (**Copy if filing on line**)
 - e. **Official** high school transcripts, transcripts from colleges or other vocational training institutions, and or GED test scores. (If colleges will not send an official transcript, the college must submit a letter stating they do not send official transcripts.
 - f. **Official** letter of acceptance from the approved regionally/nationally accredited vocational training institution.
 - g. Proof of filing for financial aid on or before the March 1, (Fall Quarter/Semester) or October 1 deadline (Winter/Spring Quarter/Semester) (FAFSA)
 - h. Copy of SAR/ISAR/ESAR
 - i. Individual Self-Sufficiency Plan
 - j. Needs analysis completed by the financial aid officer at the vocational training institution. **DUE BEFORE JUNE 30 FOR FALL QUARTER/SEMESTER AND DECEMBER 1ST FOR WINTER QUARTER/SPRING**

SEMESTER.

2. **Faxed applications and supporting documentation will not be accepted. Students must start the application process early to avoid faxing paperwork.**
3. **Federal Express applications must be postmarked before the March 1, October 1 and April 1 deadlines. The documents must arrive in the office by the deadlines.**
4. Continuing students must submit a copy of an official transcript by **June 30**.
5. Students who withdraw for good cause and re-enter their training program must submit a letter requesting re-entry with a letter of re-admission into their same training program. A needs analysis must be completed by the financial aid office.
6. If a student does not attend training during the academic term or is denied funding, a new application must be submitted. Applications will remain active for each academic term.
7. Students who do not complete their training program cannot re-enter into another training program.
8. Students must submit a class schedule and billing statement for each quarter/semester.
10. Students who are or were in training or college must be making or have made satisfactory academic progress before they will be considered for funding. Students must have completed 12 credits with at least a 2.0 GPA.

DEADLINES FOR APPLICATIONS:

MARCH 1ST - FALL QUARTER/SEMESTER.

OCTOBER 1ST - WINTER QUARTER/SPRING QUARTER/ SPRING SEMESTER

APRIL 1ST - SUMMER SESSION

TRAINING DEADLINES MAY VARY WITH INSTITUTIONS. THESE WILL BE TAKEN UNDER CONSIDERATION BY THE SCHOLARSHIP COMMITTEE

III. PRIORITIES:

First Priority will be renewal of scholarships to continuing students who are in good academic standing. Continued funding will be based on the submission of financial aid documents, an official transcript at the end of the training year and needs analysis by the required deadlines. Students who withdrew for good reason and with the approval of the Tribal Education Department will be considered as a re-entry into their same training program.

Second Priority will be those new applicants who are enrolled Northern Cheyenne tribal members residing on or near the Northern Cheyenne Indian Reservation. Selection will be based on previous academic achievement, cannot be in default on a student loan, letter explaining educational goals, need for grant, choice of school, plans after graduation, all official transcripts and any other awards or achievements. Trainee will submit a plan of study that identifies the courses for their field of training.

Third Priority enrolled Northern Cheyenne new applicants who reside outside the service area of the Northern Cheyenne Reservation. Applicants must meet the above criteria and submit a letter from the nearest AVT service area where funding was denied.

Fourth Priority will be other enrolled Indian members residing on the Northern Cheyenne Indian Reservation who meet the application criteria in these guidelines. They must apply for services from their home agency first and be denied AVT training services. **Applicants will be considered only if funding is available.**

Fifth Priority will be those individuals requesting retraining in another field.

Sixth Priority (Only If Funds Are Available) Individuals who need assistance in short term training to enhance their employment or increase their job skills. Short term training will be funded only once per individual.

IV. SELECTION PROCESS:

1. The Scholarship Committee shall make the final selection of qualified and eligible applicants. The Tribal Education Director and Counseling staff will assist with recommendations to aid in the selection process.
2. The Scholarship Committee will meet a minimum of three times per year to make selections for the academic year beginning with the fall term of each year.
3. **Incomplete applications will not be submitted to the Scholarship Committee.**

V. FUNDING:

1. Job Training and Placement Program funds cannot be used to fund a general studies or part time program. It will be the responsibility of the student to pay for unrelated courses taken during their selected training program.
2. All Job Training and Placement students must apply for all other sources of funding such as, PELL, LOANS, SEOG and SSIG. Income from these or other sources must be included in the trainee's budget. Short term training students must seek other sources of funding to assist with their education.
3. The Tribal Education Department will not reimburse loans that have been accepted and received by the student. The student who accepts the loan will not receive JTP funds from the Tribal Education Department if their unmet need is covered by the loan. Students who are in default on a student loan will not be eligible for funding.
4. Tools must be purchased by the student and may be reimbursed by the Job Training and Placement Program upon successful completion depending on the availability of funds. Receipts must be presented along with proof of completion. When tools are furnished by the institution, a basic set may be purchased for the student upon graduation, if funds are available. The Scholarship Committee will make the final decision. Request must be presented within the same academic year upon graduation.
5. The Tribal Education Department strongly recommends individuals remain in the state where they reside for their training program and attend public vocational training institutions. Funds will be limited to those instate costs. Also, pertains to short term training applicants.
6. If an individual has been funded under a Job Training and Placement Program and applies and receives a Higher Education Scholarship, the number of quarters/semesters funded under the JTP Program will be counted in determining the length of funding the individual will receive to complete a four year degree program. Individuals must continue into a bachelors program within their same field or major.
7. Students will not be funded under the Job Training and Placement Program if they have completed two years of Higher Education or have received their Associates Degree.
8. Students who have completed a Job Training and Placement Program through the Tribal Education Department with a certificate will be considered a graduate and not eligible for Higher Education funds.
9. Those students requesting short term training must complete the same application process as a regular applicant with the exception of filing for the FAFSA. (If funding is available).
10. On the Job Training services will be considered only if funds are available
11. Job Placement services will be considered only if funds are available.
12. Students must report their academic standing by mid term to the Tribal Education Department. Checks will held until the mid term progress reports are received to assure academic progress is being made.

A. DISBURSEMENT OF FUNDS:

1. No funds will be disbursed without a formal needs analysis from the financial aid office. Shot term training applicants must submit the cost of education and identify other funding resources.
2. Subsistence grants for living expenses will be disbursed on a monthly basis or as agreed upon by the student and

counselor. Other costs to be covered by JTP are tuition, books and supplies directly related to the training.

2. Any unpaid expenses incurred by the student for which the Tribal Education Department has disbursed funds will be the responsibility of the student. A copy of a billing statement is required to show the charges.

B. DEFAULT:

1. Any student receiving funds and failing to enroll will be required to reimburse the JTP Program in full before any further services are considered or rendered by the Scholarship Committee.
2. Any student withdrawing without good cause from their training program voluntarily or involuntarily may be terminated from the JTP Program and will be required to reimburse the program before consideration will be given for another service.
3. Any student who fails or refuses to reimburse the program for funds in accordance with the above will not be considered for any further financial assistance.
4. The Tribal Education Department shall refer all persons in default to the Tribal Attorney.

C. Fraud

1. Judicial system will be utilized in cases involving fraud.

VI. MINIMUM REQUIREMENTS:

1. The intent of the Job Training and Placement Program is preparation for employment. The program is not meant to serve as a preliminary to further education. Once a student has completed an JTP Training Program, they are considered a graduate. Applicants must declare intent to accept full time employment as soon as possible after completion of their training.
2. The applicant must select a vocation or trade that can be completed within a three (3) months to 24 months. Nursing students can be funded for a thirty-six (36) month period.
3. Students must complete twelve (12) credits or thirty (30) clock hours with at least a 2.00 Grade Point Average per quarter/semester. Students must submit grade/student progress reports after each quarter/semester before any further funds will be disbursed.
4. Any individual who enters training is required to make satisfactory progress in training. This will be determined by grades and attendance reports. Failure to make satisfactory progress due to reasons within the trainee's control may result in immediate termination of training benefits.
5. Students who are discontinued because of a lack of attendance or insufficient academic progress will no longer be eligible for financial assistance. Before re-selection is considered, the individual must have completed twelve (12) credits with a 2.00 grade point average at their own expense. Students must request for re-instatement in writing, apply for financial aid and meet program deadlines.
6. Students who voluntarily discontinue training without prior approval from the Tribal Education Department will no longer be eligible for financial assistance.
7. A change in program of study can be done before the second quarter/semester with the approval of the Scholarship Committee.
8. Dropping, withdrawing will not be allowed without the approval of the Tribal Education Department.
9. Individuals requesting re-training must provide medical justification from a physician. Applications for re-training will be reviewed and approved by the Scholarship Committee.
10. Approved transfer students must submit all supporting documents for their new training program. Transfer students will not be considered if they are not making academic progress.
11. Distance learning classes must be a part of the training program selected and will be required to follow the school's requirements.

12. Short term applicants must complete their training and submit a certificate of completion. If a student does not complete the training they must reimburse the Job Training and Placement Program.
13. JTP will not pay for repeat courses.
14. Incomplete courses must be made up by the beginning of the student's next term.
15. Students must submit their plan of study, class schedules and billing statement before funding can be released.

VII. COMPLETION REQUIREMENTS:

1. Upon completion of the training program the individual must submit a final official transcript and a copy of their certificate/degree.
2. Employment information must be submitted when the trainee completes their program and is hired.

VIII. MEDICAL COVERAGE:

1. Medical coverage is not the responsibility of the Tribal Education Department. Trainees must submit an Advanced Indian Data Sheet to the Northern Cheyenne Service Unit, P.O. 70, Lame Deer, Mt. 59043. Services can then be requested per their guidelines through contract care.
2. Students have the option to purchase medical insurance offered by the training institution. If the insurance is part of the cost of education, the student must waive it on line or pay out of pocket.

VIX. STUDENT FILES:

1. Student files become the property of the Tribal Education Department. Only authorized persons will be able to review the student's files and have access to the information. Students requesting copies of any specific information contained in the file must make a request in writing.

X. APPEALS:

- A student has the right to appeal a decision made by the Tribal Education Department within ten (10) working days of the receipt of a letter rendering a decision, such as, suspensions, probation and funding levels.
- The student must appeal in writing to the Scholarship Committee in care of the Tribal Education Department, P.O. Box 307, Lame Deer, Mt. 59043
- The Scholarship Committee will address the appeal at their next monthly meeting
- The Scholarship Committee will rule on the decision at a monthly meeting.
- **The decision from the Scholarship Committee will be final.**

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