



Norton Sound Economic Development Corporation

Higher Education and Vocational Scholarship Application Requirements and Guidelines

Brevig Mission, Diomed, Elim, Gambell, Golovin, Koyuk, Nome, Savoonga, Shaktoolik, Stebbins, St. Michael, Teller, Unalakleet, Wales, White Mountain

The Norton Sound Economic Development Corporation (NSED) Employment, Education, and Training (EET) Program offers scholarships to Norton Sound Residents enrolled at an accredited college, university, or vocational school. Students must submit a complete application by the appropriate deadline and satisfy all scholarship eligibility requirements. The current award amount for full-time higher education and vocational training students is \$2,000.00 per semester or session.

Deadlines:

1. Vocational Education: No Deadline

2. Higher Education: Applications must be either received by or postmarked by the dates set below:

<u>Fall Semester:</u> June 30 th <i>Transcript Deadline is Aug. 31st (High School Students must apply by April 30th for scholarship award to be announced at graduation.)</i>	<u>Spring Semester:</u> December 31 st <i>Transcript Deadline is Feb. 28th</i>	<u>Summer Semester:</u> May 31 st <i>Transcript Deadline is May 31st</i>
--	--	--

Late applications are not considered - Early applications are encouraged!

Complete application forms and all required attachments must be sent to:

NSED EET Program
Jerry Ivanoff, *EET Coordinator*
P.O. Box 193
Unalakleet, AK 99684

Applications may also be emailed as PDF documents to jerry@nsedc.com.

If you have any questions, please call or email Jerry Ivanoff at 1-800-385-3190 or 907-624-3190.

Application Requirements for New Students and Continuing Students:

1. **New Students.** All applications from new students must include the following:
 - a. **NSEDC Scholarship Application Form or Pages 3-5 and 9 of CACHE Application Form.**
 - b. **Personal Statement:** Briefly describe why you wish to attend school and what you plan to do after receiving your degree or training certificate.
 - c. **Official Transcripts:** If you have previously attended college or vocational training, provide a copy of official transcripts from each accredited institution that you have attended. If you are applying for your first year of college or training, provide your high school transcripts.
 - d. **Letter of Acceptance:** Provide a letter of acceptance from an accredited college, university, or vocational school.
 - e. **Two Letters of Recommendations:** Provide two (2) letters of recommendation from teachers, employers, or others with knowledge of your experience or potential. Please do not submit letters from immediate family members.
 - f. **Current Photograph:** Provide a current photograph of yourself.
 - g. **Residency Certification Form and Proof of Residency:** Provide a signed Residency Certification Form and at least one of the following forms of proof of residency:
 - A high school diploma from an in-region high school or high school transcripts showing an in-region address is acceptable, if you are a high school student who will be starting college or training the summer or fall semester immediately after high school graduation.
 - Proof of receipt of a Permanent Fund Dividend (PFD) at an in-region address.
 - Voter registration card showing an in-region address.
 - Government Identification Card showing an in-region address.
 - Utility bill in your name at in-region address.
 - Proof of in-region employment.
 - Proof of receipt of government benefits at in-region address.

NOTE: NSEDC may request additional proof of residency.
2. **Continuing Students.** Students who received a scholarship the previous semester must submit:
 - a. **Continuing Student Application Form or Continuing CACHE Application Form.** Fill out and submit either application form by the deadline.
 - b. **Residency Certification Form.** Submit a signed Residency Certification form. However, proof of residency does not need to be submitted unless requested by NSEDC.
 - c. **Official transcripts, as soon as available.** Official transcripts are not always available by the application deadline and may be submitted later. However, NSEDC will not send a scholarship award check, until the official transcript from the prior semester is received.
 - d. **Transfer Students:** Continuing students who transfer to a new school must submit a new letter of acceptance, a continuing student application, and official transcripts from their prior institution.

NSEDC Scholarship Recipient Eligibility Requirements

- 1. High School Diploma or GED:** Scholarship recipients must have graduated from high school or have earned a General Education Diploma (GED). This requirement does not apply to students over the age of 45.
- 2. Norton Sound Region Residency:** Each scholarship recipient must qualify as a Norton Sound Resident under NSEDC's Norton Sound Residency Guidelines and must sign a residency certification form. Proof of current residency is required as part of the new student application and NSEDC may request new and continuing students to provide additional proof of residency. Note: Students may claim internships or temporary summer employment in a degree-related job as an additional allowable absence under the NS Residency Guidelines. Allowable absences do not count against the maximum number of days that an individual can be out of the region.
- 3. Enrollment:** Scholarship recipients must be enrolled in an accredited two-year associate program, four-year college or university, graduate school, or vocational institution.
- 4. Higher Education Credit Load:**
 - a. Full-time Students:** Except as provided below, scholarship recipients must be full-time students. To qualify as full-time students, undergraduates must carry at least 12 credits per semester or 10 credits per quarter and graduate students must carry 9 credits for fall and spring semesters or 6 credits for summer semesters. Exceptions may be made for students who require less than 12 credits to complete their degree and will complete their degree by the end of the semester.
 - b. In-region, Part-time Students:** Part-time students who do not meet the full-time credit requirements may receive a scholarship award, if they: (i) will be physically living in the Norton Sound Region while taking classes and (ii) are enrolled in a degree program. Also, the class(es) must count towards the degree that the student is seeking. Part-time student awards are pro-rated to reflect the credit load (*E.g.*, a student taking 6 credits would receive \$1,000.)
- 5. Higher Education Grade Point Average (GPA):** Scholarship recipients must maintain at least a 2.0 GPA each semester or quarter.
- 6. Financial Need:** Scholarship recipients must show financial need after other sources of funding have been considered.

NSEDC Scholarship Award and Appeals Processes

- 1. Award Criteria.** NSEDC strives to award scholarships to all students who submit completed applications by the deadline and who satisfy the scholarship recipient eligibility requirements. However, if the number of scholarship recipients exceeds the funds allocated for scholarships, then higher education awards will be based on financial need and GPA and vocational education awards will be based on financial need, availability of employment opportunities for graduates from the training program, and commitment to complete training.
- 2. Exceptions and Waivers.** All deadlines and eligibility requirements are strictly enforced. Only exceptions or waivers that are expressly allowed under this written policy may be considered, including the two following exceptions:
 - a. Academic Probation:** If a continuing student receives a scholarship, but fails to meet the credit load and/or GPA requirements, the student shall be placed on academic probation for the following session. If the student does not meet the credit load and GPA requirements the following session, the student will not be eligible to receive future scholarship awards until completing a session that satisfies the credit load and GPA requirements.
 - b. Extenuating Circumstances:** Exceptions to the credit load and GPA requirements may be granted only to students who are forced to withdraw from school after the refund deadline or receive “incomplete” in lieu of a grade, due to (i) a death in the student’s immediate family (parent, sibling, spouse, or child) or (ii) a serious illness or injury that incapacitates the student or a student’s legal dependant for 30 days or more during the school year. Incapacitation means that an individual is obtaining inpatient treatment or cannot perform basic life functions. Verification by a health care provider is required.
- 3. Residency Appeals.** Students who are denied scholarships due to the residency requirement may appeal the residency determination to the NSEDC Board Appeals Committee. If the NSEDC Appeals Committee determines that the student is a resident, the application will be reviewed to see all other requirements are met. If all requirements are satisfied, the student shall receive a scholarship award.
- 4. Denial Due to Administrative Error.** If your scholarship application is denied and you believe that the denial was due to administrative error, please submit a written statement along with all supporting evidence to Jerry Ivanoff, EET Coordinator. Final determinations will be made based on this letter and attachments.