



Norton Sound Economic Development Corporation

Commercial Pilot Scholarship Application Requirements and Guidelines

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

The Norton Sound Economic Development Corporation (NSEDG) Education, Employment and Training (EET) Program *Commercial Pilot Scholarship* is for Norton Sound residents pursuing education and training to become commercial pilots working for Norton Sound regional air carriers. To be eligible, residents must be enrolled at an accredited college or university pursuing a degree in professional piloting, or enrolled at an established flight training school pursuing professional flight training with the intent of becoming a commercial pilot in the Norton Sound region.

Students must submit a completed higher education or vocational scholarship application by the appropriate deadline and satisfy all scholarship eligibility requirements. The current award amount for the Commercial Pilot Scholarship is \$1,500 per semester or certificate/rating, which will be awarded in addition to NSEDG's current higher education/vocational award of \$3,500, for a total of \$5,000. The scholarship will be provided to eligible applicants who commit to returning to the Norton Sound region to fly commercially for a regional air carrier.

Deadlines:

- Vocational Education:** Applications must be received or postmarked two weeks prior to the first day of instruction. *This deadline applies to students enrolled in self-paced programs.*
- Higher Education:** Applications must be either received by or postmarked by the dates set below:

<u>Fall Semester:</u>	<u>Spring Semester:</u>
June 30 th	December 1 st
<i>Transcript Deadline is</i>	<i>Transcript Deadline is</i>
<i>Aug. 31st</i>	<i>Feb. 28th</i>

Late applications are not considered - Early applications are encouraged!

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

NSEDG EET Program
2701 Gambell Street, Suite 400
Anchorage, AK 99503

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

If you have any questions, please call or email EET Director Niaomi Brunette at 1-800-650-2248 or 907-274-2248, or niaomi@nsedc.com.

NSEDC Commercial Pilot Scholarship Application Requirements:

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 and all required documents.**
 - b. **One Personal Essay:** Why do you want to become a commercial pilot? Explain, in detail, why you want to be a commercial pilot and the steps you will take to become a commercial pilot working in the Norton Sound region. (Must be 250-500 words).
 - c. **Release of Information Form.**
2. **Continuing Students.** Students who received a commercial pilot 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. **Release of Information Form.**
 - c. **Residency Certification Form.** Submit a signed Residency Certification form. However, proof of residency does not need to be submitted unless requested by NSEDC.
 - d. **Transcripts, as soon as available.** Official transcripts are required after the Spring and Summer Semesters; however unofficial transcripts are acceptable for students following the Fall semester, if they are enrolled in the same school for the Spring semester. 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.
 - e. **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 Commercial Pilot Scholarship Recipient Eligibility Requirements

1. **High School Diploma or GED:** Scholarship recipients must have graduated from high school in the Norton Sound region or Mt. Edgecumbe 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 or be a resident of Shishmaref, 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 Norton Sound 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 professional pilot program, four-year college or university, or established flight school.
4. **Credit Load/Contact Hour Requirements:**
 - 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.
 - b. **Self-paced Programs:** Students pursuing professional flight training with the intent of applying the training toward commercial piloting. Eligible vocational training includes the pursuit of the

following at an established flight training school: a private pilot's license, commercial pilot rating, instrument rating, multi-engine rating, or Airline Transport Pilot (ATP) certificate. For students enrolled in self-paced programs or schools, only one award will be made toward the pursuit of a specific certificate/rating and student must complete certificate/rating within six months of enrollment. Upon receiving a certificate/rating, students are eligible for further funding for subsequent certificate/ratings if all other eligibility requirements are met.

- 5. Higher Education Grade Point Average (GPA):** Scholarship recipients must maintain at least a 2.5 GPA each semester or quarter.
- 6. Background Checks & Scholarship Disqualification:**
 - a. **Applicability:** To ensure an applicant maintains eligibility throughout their education and training, NSEDC will conduct a background check with each application submitted.
 - b. **Disqualification:** NSEDC shall disqualify from consideration any applicant: who misrepresents their criminal history on their application and/or who has a criminal history that includes a conviction of any crime(s) that would affect his/her licensure, certification, professional standing, or employability in order to be a commercial pilot.
 - c. **Procedure:** All applicants will be required to consent to a release of criminal background check results as part of the application process. Results will be kept as confidential as possible and will be used solely for the purpose of evaluating the applicant's eligibility. Any applicant who is disqualified based on their criminal history shall be informed of the basis for disqualification in writing and shall have the opportunity to dispute the accuracy of the background check results.
- 7. Financial Need:** Scholarship recipients must show financial need after other sources of funding have been considered.
- 8. Ineligible Students.** Scholarship awards will not be provided to students who do not meet the requirements set forth in these guidelines.

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. If the student does not earn all credits attempted and funded the following session, the student will not be eligible to receive future scholarship awards until completing a session in which all credits attempted are earned, while meeting the GPA requirement.

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 dependent 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 Board Appeals Committee determines that the student is a resident, the application will be reviewed to ensure 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 Tyler Rhodes at tyler@nsedc.com. Final determinations will be made based on this letter and attachments.