



## Norton Sound Economic Development Corporation

### *Commercial Driver License 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 (NSEDCC) Education, Employment and Training (EET) Program *Commercial Driver License Scholarship* is for Norton Sound residents pursuing education and training to obtain their Commercial Drive License (CDL). To be eligible, residents must be enrolled at an established CDL training school pursuing their CDL. Students must submit an application by the appropriate deadline.

**Deadline: Applications must be received or postmarked two weeks prior to the first day of instruction.**

*Late applications are not considered - Early applications are encouraged!*

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

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

Applications may also be emailed as PDF documents to [lladegard@nsedc.com](mailto:lladegard@nsedc.com)

*If you have any questions, please call or email EET Director Leslie Ladegard at 1-888-650-2477 or 907-443-2477, or [lladegard@nsed.com](mailto:lladegard@nsed.com)*

### **NSEDC Commercial Driver License Scholarship Application Requirements:**

1. **New Students.** All applications from new students must include the following:
  - a. **NSEDC Scholarship Application Form (attached) or Pages 3-5 and 9 of CACHE Application Form and all required documents.**
  - b. **One Personal Essay:** Explain, in detail, why you want to be a commercial driver and the steps you will take to become a commercial driver working in the Norton Sound region. Include any potential specific employment opportunities (prospective employer and/or upcoming project) that may become available to you as a result of the training. (Must be 250-500 words).

### **NSEDC Commercial Driver License 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 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 established driving school.
4. **Financial Need:** Scholarship recipients must show financial need after other sources of funding have been considered.
5. **Multiple Awards:** Students who receive an award and successfully complete their CDL training are eligible for future CDL training awards for license upgrades and/or additional endorsements.
6. **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 student receives a scholarship and completes the CDL training, but must retake the training in order to receive certification or pass a test, the student shall be eligible to apply again for CDL training support in the future. If the student fails a second time, they will be ineligible for future CDL training support. Students who receive CDL training support but fail to complete the training (drops out, removed from course, etc.) shall not be eligible for future CDL training support.
  - b) Extenuating Circumstances:** Exceptions to the requirement to complete training to remain eligible for future training support may be granted only to students who are forced to withdraw from school 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. 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](mailto:tyler@nsedc.com). Final determinations will be made based on this letter and attachments.



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*Education, Employment and Training Department*  
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Fax. (907) 274-2249 • [www.nsedc.com](http://www.nsedc.com)

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### NSED Higher Education Scholarship Checklist

#### NSED Scholarship Application Requirements for New Students and Continuing Students:

##### 1. New Students. All applications from new students must include the following:

- a. **NSED Scholarship Application Form or Pages 3-4 and 8 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 (Optional):** 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:** NSED may request additional proof of residency.

##### 2. Continuing Students. Students who received a scholarship the previous semester must submit:

- a. **NSED Scholarship Application Form or Pages 3-4 and 8 of 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 NSED.
- c. **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, NSED 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.



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## NSED Higher Education Scholarship Application

### 1. Personal Information

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

Date of Birth: \_\_\_\_\_  
Student Identification #: \_\_\_\_\_

Permanent Home Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address While at School:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. School Information

#### College or vocational school you plan to attend:

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

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

#### Previously attended college or vocational school:

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

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

#### Term Applying for (please state year):

Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ Vocational \_\_\_\_\_

#### Class Status:

Freshman (0-29 credits)      Sophomore (30-59 credits)      Junior (60-94 credits)  
Senior (95+ credits)      Graduate      Other/Vocational

First day of class instruction: \_\_\_\_\_ Last day of class instruction: \_\_\_\_\_

Major/field of study: \_\_\_\_\_ Total credits enrolled for: \_\_\_\_\_

NOTE: Applications MUST be postmarked/faxed/emailed BEFORE or ON the deadline date. Late Applications will NOT be accepted

**3. Financial Information**

RESOURCES (please list specific amounts)	AMOUNT	EXPENSES (please list specific amounts)	AMOUNT
Beringia Settlement Trust		Tuition	
<input type="checkbox"/> SNC Trust <input type="checkbox"/> Sitnasuak Foundation		Fees	
Kawerak		Books	
Norton Sound Economic Development Corp.		Supplies	
Norton Sound Health Corporation		Meals	
Nome Eskimo Community		Room/Rent	
Regional/Village Corporation (specify):		Transportation (includes airfare to/from school)	
College Scholarships (academic, athletic)		Miscellaneous	
National Guard/Military Benefits		<b>EXPENSE TOTALS (required)</b>	
State of Alaska Dept. of Labor			
FAFSA/Pell Grant		<b>TOTAL AMOUNT NEEDED (Resource minus Expenses)</b>	
Loans (specify):			
Other (specify):			
Employment (during school/training)			
<b>RESOURCES TOTALS (required)</b>			

**4. Personal Statement:**

Briefly describe why you wish to attend school and what you plan to do after receiving your degree or training certificate.

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**Do you plan on returning to the Norton Sound region after college or vocational school?**

Yes (community): \_\_\_\_\_ No: \_\_\_\_\_ Uncertain: \_\_\_\_\_

**5. Statement of Understanding**

I hereby attest that the information contained in this application is true, correct, and complete. The scholarship award(s) will be used to further my education for the program I have enrolled in. I understand that funds must be applied towards tuition, registration fees, books, and campus related room and/or board expenses, and that any unspent funds will be returned unless otherwise allowed by the organization. I further understand that upon completion of the term for which I received scholarships I will submit the MyCache application, supporting documents, and official or verified unofficial transcript to each scholarship I am applying for by the appropriate deadline. I give permission to each organization in the MyCache group to publish my name, photo, school information, or other information I provide for any reports, press releases, or publications. I give permission to each organization to share my information and documents internally and with each other to be contacted for recruitment for potential internships, job opportunities, or trainings.

(REQUIRED) \_\_\_\_\_  
Signature Date

**Norton Sound Economic Development Corporation  
Norton Sound Residency Verification Form**

**Personal Information**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Communities in which you have lived in the past year: \_\_\_\_\_

This form is being submitted as part of the application for: \_\_\_\_\_

**Residency Statements**

I am submitting this form as proof that I qualify as a Norton Sound resident under NSEDC's Norton Sound Residency Policy. I understand that this means that I can answer **yes to all** of the following "Residency Statements" (1-4):

1. I have established residency by being physically present in the Norton Sound region for a one-year period, with an allowance of up to 60 cumulative days' absence during that year. I was physically present in the region at the start of this period.
2. I consider the Norton Sound region my home and intend to remain in here indefinitely.
3. I have not claimed residency outside of the Norton Sound region, or obtained a benefit as a result of a claim of residency in a community outside of the Norton Sound region, at any time in the previous year.
4. After satisfying Residency Statement 1, if I was physically absent from the Norton Sound region in subsequent years for more than 60 days, I was absent for an Allowable Absence. If claiming an Allowable Absence from the prior year, please list the absence here: \_\_\_\_\_  
\_\_\_\_\_

**Salmon Deliveries:** If form is being submitted for consideration of salmon deliveries, I am either 1) a current resident or 2) qualify by having previously established residency and have documented history of commercial salmon fishing in the Norton Sound district, or received my permit through a non-compensated family transfer. *(Please attach an explanation of when residency was previously held and evidence of prior commercial salmon fishing or non-compensated permit transfer if not a current resident.)*

**Representations and Understandings**

By signing this form, I am representing that I understand and agree with the following:

- All of the information provided on this form is true and accurate.
- NSEDC may request documentation to verify my responses in this form and I can provide such documentation upon request.
- Residency alone does not qualify me for participation or receipt of a benefit and I am aware that NSEDC may adopt exceptions or more stringent requirements for certain programs.
- If an Allowable Absence is claimed, then I have not been gone from the region for any other purpose for more than 45 days in the past year, and I have returned to the Norton Sound region following each period of allowable absence and otherwise acted consistently with an intention to remain a resident of the region.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR NSEDC INTERNAL USE ONLY – PLACE IN APPLICATION FILE WHEN COMPLETE</b>	
DATE RECEIVED: _____	RECEIVED BY: _____
DATE APPROVED: _____	APPROVED BY: _____
FLAGGED FOR FURTHER REVIEW? NO YES:	